

PROGRAM MANUAL



Earn while you learn!

On-the-Job Training
Highway & Bridge Construction

Training opportunities for women, minorities, and disadvantaged workers



On-the-Job Training Program administered by:

**The Maine Department of Transportation
Civil Rights Office**

16 State House Station
Augusta, ME 04333-0016

Tel: (207) 624-3036

Fax: (207) 624-3021

TTY: Users Dial Maine Relay 711



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A few graduates of the On-the-Job Training Program.



TRAINING CLASSIFICATIONS

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FREQUENTLY USED NUMBERS

MaineDOT Civil Rights Office.....	(207) 624-3036
Maine Human Rights Commission.....	(207) 624-6290
N.A.A.C.P.....	(207) 553-5851
New Ventures Maine.....	(800) 442-2092 (207) 621-3434
Associated General Contractors of Maine.....	(207) 622-4741

SPECIAL PROVISION SECTION 660

660.01 Description: On-the-job training (OJT) programs are required as part of a contractor's equal employment opportunity affirmative action program. The primary objective of the on-the-job training shall be to train and upgrade women, minorities, and disadvantaged workers toward journey worker status in the type of trade or job classification involved.

660.02 Requirements: Contractors shall begin training in accordance with OJT Special Provision 660 as follows for all projects with assigned trainee slots.

Total number of trainee slots required will be the number listed in the Schedule of Items. All on-the-job training will be performed in accordance with 23 CFR 230, Subpart A, Appendix B, and the MaineDOT On-The-Job Training Program Manual. Training classifications shall be distributed among work classifications needed by the contractor in the skilled and semiskilled craft levels identified in the Letter of Intent. These classifications must be needed on that specific project and have sufficient work hours available to meet the training plan activities and duration.

The contractor shall receive credit for training hours only after the department, or its representative, has approved the program. For this reason, contractors are reminded to register candidates at the onset of project work to guarantee the maximum training time for the enrollee to complete the OJT program. Contractors will be reimbursed for such approved trainee slots upon successful completion of the training.

The contractor shall make every effort to enroll minority and women trainees (i.e., by conducting systematic and direct recruitment through public and private sources likely to yield women, minorities, and disadvantaged trainees) to the extent that such persons are available within a reasonable area of recruitment. The contractor shall be responsible for demonstrating to the department the steps taken in pursuance thereof, before determination is made to whether the contractor is compliant with this program. Semiskilled and skilled craft employment goals set by the Office of Federal Contractor Compliance Programs are as follows: 6.9 percent women and 0.05 percent minorities, and 10 percent for women, and 0.05 percent for minorities in unskilled classes respectively statewide. Whether a contractor meets these goals or not, the department will require all contractors to participate in the program until such time as the overall goals are met. If any contractor falls below these standards, it shall immediately implement an affirmative action program to increase the employment and retention of women, minorities and the disadvantaged.

Trainees shall not be enrolled in a classification in which they have successfully completed a training course leading to journey-level status, or for which they have held employment as a journeyman. No contractor shall enroll trainees who possess

post-secondary degrees, certifications, or diplomas without first securing written approval from the Civil Rights Office.

Only individuals with non-construction oriented credentials, except those who are upgraded will be considered. Upgrades from semiskilled to skilled crafts is acceptable but must be approved by the department or its representative.

The minimum length and type of training for each classification will be as established in the training program selected by the contractor and approved by the department. Nothing in this section limits a contractor to only the curriculum found in the OJT manual. The department will consider a training curriculum if it meets the equal employment opportunity obligations that bring women, minorities, and the disadvantaged into the industry and retain them at the journey level classification of the training. Contractors are encouraged to examine training opportunities which fit their needs for the project and for the company.

The contractor shall begin training at the onset of employment for the trade classification. Trainees are expected to remain in status as long as training opportunities exist in the work classification, or until the training program is completed.

Section 660 shall be included directly in all contracts to subcontractors. Subcontractors are expected to comply with craft goals. As with other sections applied to a subcontractor, the contractor retains obligations accordingly.

At enrollment, trainees will be paid at least 60 percent of the appropriate minimum journeyman's rate stated in the classification on the project. Provided a trainee achieves the objectives of the program, the contractor must provide incremental wage increases to each enrollee as they progress in the program for the first half of the training period, 75% of the appropriate wage for the third quarter of the training period, and 90% of the appropriate wage for the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this project. By completion, a trainee is expected to earn a comparable wage to that of other journeyed workers employed by the contractor in this classification.

Submittals: The contractor shall complete and forward to the MaineDOT Civil Rights Office, the Letter of Intent, the OJT Registration Form, and the Workforce Breakdown Form for approval. The contractor shall maintain records of trainee activities and performance and furnish the department or its representative with documentation of each trainee's progress using the Weekly Evaluation Form. Requests for changes in the number of trainees shall be handled as other bid items. The contractor must submit a change order with justification to the resident. The resident will then forward that request to the Civil Rights Office for consideration. Provided the contractor has departmental approval **prior** to relocating an OJT, training may be conducted off-site.

The contractor must forward a completed Off-Site OJT Request/Approval Form with a cover letter explaining the intent of the transfer to the Civil Rights Office.

Verification of training hours shall be determined for credit on off-site work by either: 1) the Weekly Evaluation Form, or 2) the contractor's usual daily/ weekly time card.

660.03 Method of Measurement: The OJT item will be measured by the number of OJT trainees who successfully complete an approved training program. For purposes of payment, a trainee who receives a certificate from the department is considered to have successfully completed the program.

660.04 Basis of Payment: Once the program is successfully completed the OJT shall be paid at the contract unit price per each. Payment will be made even though the contractor may have received additional training program funds from other sources, provided the source does not prohibit the contractor from receiving other payment. No payment will be made for training not completed in accordance with this specification, the OJT Manual, and the Code of Federal Regulations. No payment will be made to the contractor if the department determines the contractor failed to provide the required training, or if the contractor did not hire the trainee as a tradesperson when the program was completed. When the department determines that the contractor has not complied with this section, the resulting figures shall be deducted from any monies due the contractor, as determined by the Resident. The department shall work with any contractor whose efforts have been deemed not consistent with the spirit or intent of the program.

The Civil Rights Office shall move within ten days of the ruling to advise the contractor, in writing, so a corrective action plan may be developed. If efforts fail, sanctions may be imposed. Contractors may be entitled to mediate the penalty by requesting so in writing to the department's Civil Rights Office. If mediation is warranted it shall be for extenuating circumstances beyond the control of the contractor.

Payment will be made as follows:

Pay Item	Pay Unit
660.21 On-The-Job Training	Hourly

OJT TRAINING REQUIREMENTS

The objectives of the OJT Program are: To provide training and improve the skills of women and minorities so that they have access to the higher paying skilled trades jobs and journey worker positions, and to broaden the labor pool to meet the projected future labor needs in highway and bridge construction. For trades in which minorities and women are underrepresented, a majority of the training positions on that project must be filled by minorities or women. The contractor must demonstrate a systematic and direct recruitment effort to comply with the contract's training special provisions.

1. The contractor whose project has more than 1000 OJT hours assigned shall establish this affirmative action program in a way likely to successfully achieve the objective of a more balanced workforce, especially with regard to women and minorities.
2. On-the-job training is an important way in which contractors can comply with Executive Order 11246. It is MaineDOT's intention that a contractor's overall workforce reflects the diverse population of this state. Every effort shall be made by contractors to comply. MaineDOT, through the Civil Rights Office, shall afford contractors every reasonable effort to be successful.
3. When a contract is awarded that contains the Training Special Provision 660, the contractor shall furnish the letter of intent to the MaineDOT Civil Rights Office for approval. This letter of intent outlines the number of trainees to be trained in each selected classification. Furthermore, the letter of intent shall specify the starting time and wage rates for training in each of the classifications.
4. In selecting a trainee, choose a woman, minority or disadvantaged person who qualifies for the program and select a craft routinely required on the specific project, and one in which women, minorities, or disadvantaged are underutilized.

RECRUITMENT

Until there is equal representation of women, minorities, and disadvantaged at the journey-worker level in the workforce, training required under the Training Special Provision 660 is primarily limited to women, minorities, and disadvantaged.

ENTRANCE REQUIREMENTS:

- Minimum of eighteen (18) years of age;
- Applicant shall not be enrolled in any classification for which they have successfully completed a course leading to journey-worker status, or one in which they have been gainfully employed;
- Applicants shall not be enrolled who have previously been in MaineDOT's OJT program unless to a position which promotes them from semiskilled to skilled craft status.

SUPERVISION

The trainee shall be assigned to a journey worker, supervisor, or other knowledgeable employee who will direct, observe and evaluate the trainee daily.

WORK HOURS

A trainee is expected to work the work week of the contractor, including overtime.

WEEKLY TRAINEE REVIEW

Contractors must submit a completed and signed Weekly OJT Evaluation Form to the MaineDOT resident. All trainees shall be reviewed by their immediate supervisors. The contractors have the responsibility to distribute completed and signed forms to the MaineDOT resident and the trainee, and to keep a copy for themselves.

CERTIFICATE OF COMPLETION

Procedures to award certificates are as follows:

1. Upon completion of the required training hours for the training category under which a trainee is registered, the completed documentation of training shall be reviewed by the MaineDOT Civil Rights Office and verified to be complete.
2. Requests for certificates shall be placed with the MaineDOT Civil Rights Office. All certificate awards shall be determined by MaineDOT.
3. A copy of the certificate will be placed in the OJT file.
4. The original will be sent to the contractor for signature and distributed to the trainee. A copy is included in the contractor file.
5. A congratulations letter and exit interview letter will be mailed directly to the trainee.

TERMINATION FOR CAUSE

A trainee may be terminated at any time during the training for cause. The contractor must notify the MaineDOT Civil Rights Office of termination. Ideally, before such action is exercised, a conference with the trainee, supervisor, project engineer, contractor's EEO officer and a representative from the Civil Rights Office should meet and review why the action is necessary.

OFF-SITE TRAINING

Some off-site training is permissible only if the training is an integral part of an approved training program and does not compromise a substantial part of the overall training. Furthermore, the trainee must be concurrently employed on a federally-aided highway construction project subject to the special training provisions attached to this directive.

1. The contractor is obligated to request off-site training in writing and receive approval from the MaineDOT Civil Rights Office if a trainee will need to be transferred from the MaineDOT project to work at another federal project ("off-site training") to complete their training requirements. The contractor submits a transfer form to the MaineDOT Civil Rights Office for approval. The original form is signed, dated and placed in the project file with an approved copy returned to the contractor. The MaineDOT Civil Rights Office will continue to visit the trainee on her or his off-site project. **The approval must be made prior to moving the employee off site.** No credit will be given and no monitoring will be done for OJTs that leave the state of Maine.
2. **Off-Site hours are not reimbursable unless preapproved by the MaineDOT Civil Rights Office.**

Trainee wages may be adjusted based on the prescribed wages set for the off-site project. The contractor must notify the trainee of any off-site wage adjustment.

ORIENTATION

Prior to commencing training the employer shall provide all OJT trainees with an orientation. At a minimum, the orientation will include the following:

- a. Company policies and procedures;
- b. Seasonality of construction work;
- c. Adverse weather conditions under which work may occur;
- d. Trainee may be required to work extra hours;
- e. Qualities the company considers desirable in its workers;
- f. How promotions in the company occur;

Orientation-continued

- g. How to dress; steel toe boots, foul weather gear, etc.;
- h. Safety, including OSHA and company program (s);
- i. Training is an opportunity, not a privilege;
- j. Whom the trainee reports to and who will conduct instruction;
- k. Trainees may have to perform tasks outside of the OJT program;
- l. Contractor EEO, complaint and sexual harassment policies and who the Company EEO officer is;
- m. Work ethics such as honesty and punctuality;
- n. Trainee encouraged to recruit other group members for employment consideration;
- o. Disciplinary procedures, termination and layoff policies;
- p. Whom the trainee is to notify if absent, or needs to leave the worksite. Be specific; identify company policies.
- q. Method and frequency of wages paid for both on and off-site training; and
- r. Excessive or patterned absenteeism shall not be tolerated.

ON-THE-JOB TRAINING PROGRAM OFF-SITE TRAINING POLICY

Dear Contractors:

This letter serves to clarify the requirements and to inform all parties of the off-site trainee approval process.

§23 CFR part 230.111 states:

“Some off-site training is permissible only if the training is an integral part of an approved training program and does not compromise a substantial part of the overall training. Furthermore, the trainee must be concurrently employed on a federally aided highway construction project subject to the Special Training Provisions attached to this directive. Reimbursement for offsite training may only be made to the contractor where he/she does one or more of the following: Contributes to the cost of the training, provides the instruction to the trainee, or pays the trainee’s wages during the offsite training period.”

The reasons for keeping an OJT on a federal aid site include:

- Liability
- Monitoring
- Skill development appropriate for journey level
- Safety

From this date forward, if you wish to have an OJT off site, please use the following process:

- The contractor must request off-site training in writing and receive approval from the MaineDOT Civil Rights Office if the trainee will need to be moved from the project to satisfy the training requirements.
- The contractor initially submits an off-site request form to the MaineDOT Civil Rights Office for approval.
- The original form must be signed, dated and placed in the project file with an approved copy returned to the contractor.
- The MaineDOT Civil Rights Office will continue to visit the trainee on her or his off-site project.
- **The approval must be made prior to moving the employee off-site.** No credit will be given and no monitoring will be done for OJTs who leave the state of Maine.
- **Off-site hours are not reimbursable unless preapproved by the MaineDOT Civil Rights Office.**
- The trainee wages may be adjusted based on the prescribed wages set for the off-site project. The contractor must notify the trainee and the MaineDOT Civil Rights Office of any off-site wage adjustment.
- Any trainee off-site without prior approval will not be considered an OJT under the 660 Item and Special Provision. Hours, credits and payment will not be awarded. Monitoring will not take place.

Sincerely, MaineDOT Civil Rights Office

INSTRUCTIONS FOR COMPLETING OJT LETTER OF INTENT

Project Name & Location: project's name, PIN and its location.

Total Training Hours: indicate total hours assigned to the project.

Contractor Name: insert contractor name and insert name of each training classification. Include date each OJT program will start.

General instructions for inserting position, gender and race data: for each classification employed by the contractor, indicate total employees, total white males, females, Hispanics, American Indians, African Americans, Asians, disabled, and the number recalled.

SUBMIT PRIOR TO START OF PROJECT

Send TO: MaineDOT, Civil Rights Office
State House station # 16
Augusta, ME 04333-0016
Tel (207) 624-3036
Fax (207) 624-3021
"TTY Users Dial Maine Relay 711"
gigi.ottmann-deeves@maine.gov

OJT LETTER OF INTENT

Project name: _____ Project Location: _____

Contractor name _____ anticipates training in the classifications listed and expects to start each on the below given dates (must reflect total training hours assigned to project):

1. _____ Date: _____

2. _____ Date: _____

3. _____ Date: _____

Report of employment statistics for the entire company workforce, by hours worked for each craft between April 1 and November 15 for the last calendar year.

Position	Total Employees	White Males	Females	Hispanic	American Indian	Black	Asian	Disabled	# of Recalls
Superintendent									
Operating Engineer									
Equipment Operator									
Mechanics									
Truck Drivers									
Ironworker/Rod									
Carpenters									
Const. Wkr. Bridge									
Const. Wkr. Hwy.									
Pipelayer									
Bridge Maint. Wkr.									
Laborer, Semi-skilled									
Laborer, Unskilled									
Forepers /Bridge									
Foreperson/Hw									
Welder									

Approved by _____ Date: _____

SUBMIT PRIOR TO START OF PROJECT

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Augusta, ME 04333-0016

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gigi.ottmann-deeves@maine.gov

INSTRUCTIONS FOR COMPLETING OJT REGISTRATION/ENROLLMENT FORM

- Project Name and Location:** insert project name and location of project.
- Contractor:** insert name of contractor enrolling trainee.
- Name:** insert name of person to be enrolled.
- Address:** insert proper mailing address of enrollee.
- Phone Number:** insert telephone or message number for enrollee (no pager #).
- Social Security Number:** insert enrollee's Social Security number.
- Ethnic/Protected class:** indicate race or ethnicity of enrollee.
- Sex:** check male or female.
- Training Classification:** indicate classification name.
- Hours:** indicate total classification training hours.
- New Hire, Upgrade, Other:** indicate which category.
- Enclosed Copy of:** check whichever is accurate.
- Start Date:** indicate date training begins.
- Start Wage:** indicate starting wage to % of journeyed wage rate.
- Expected End Date:** indicate the date training was completed.
- End Wage:** indicate ending wage to % of journeyed wage rate.
- Site Phone Number:** indicate contractor's on-site telephone number.
- EEO Officer:** indicate name of company's EEO officer.
- Trainee Signature:** trainee signs and dates form.
- Employer Signature:** contractor representative signs and dates form.

SUBMIT PRIOR TO START OF PROJECT

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Augusta, ME 04333-0016
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"TTY Users Dial Maine Relay 711"
gigi.ottmann-deeves@maine.gov

OJT REGISTRATION/ENROLLMENT FORM

Include job application/resume

Contractor name: _____ Project: _____

Name: _____ Address: _____

City: _____ State: _____ Zip Code _____

Phone No: _____ Social Security No: _____

Ethnic/Protected Class: _____ Male: ____ Female: _____

Training Classification: _____ OJT Hours: _____

New Hire ____ Upgrade ____ other, describe _____

Start Date: ____/____/____ Start Wage: \$_____/hr_____% journeyed rate)

Expected

End Date: ____/____/____ End Wage: \$_____/hr_____% journeyed rate)

Site Phone No: _____ EEO Officer: _____

No contractor will be given credit until this form is approved by MaineDOT.

Notice: Per Contract Special Provision 660, should the EEO Officer determine the contractor has not complied with the approved On The-Job Training Program the number of remaining hours for each trainee will be multiplied by the prevailing wage rate for that specific classification. The resulting figure shall be deducted from the contractor's final payment.

_____/____/____
Trainee Signature Date

_____/____/____
Employer Signature Date

FOR MaineDOT USE ONLY: Approved Denied

MaineDOT Representative Signature Date: _____

(cc: MaineDOT on-site representative, contractor, trainee, file)

Send to :

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**Maine Department of Transportation
Off-Site OJT Request/Approval Form**

Contractor Section

Contractor Name: _____

Contact Person: _____

Project Name: _____

Date: _____

Project #: _____

PIN: _____

Trainee Name: _____

Supervisor: _____

Classification: _____

Resident: _____

Hours Completed to Date: _____

Rate of Pay: _____

Description of training activities completed to date:

Reason for request to move OJT off-site **(must be a federal project)**

Are there other Federal Aid projects in Maine under construction with your company at this time?

If yes, list project names, locations and PINs:

If yes, please describe why the OJT cannot get the required training on one of these sites during this season:

§23 CFR 230.111 states:

Some offsite training is permissible only if the training is an integral part of an approved training program and does not comprise a substantial part of the overall training. Furthermore, the trainee must be concurrently employed on a federally aided highway construction project subject to the Special Training Provisions attached to this directive. Reimbursement for offsite training may only be made to the contractor where he does one or more of the following: Contributes to the cost of the training, provides the instruction to the trainee, or pays the trainee's wages during the offsite training period.

Off-Site OJT Request/Approval Form- continued

Please describe how this off-site would NOT comprise a substantial part of the overall training:

Please certify that the trainee:

- Will concurrently be employed on a federal aid project.
- Will still receive pay from the federal aid project.
- Will still have work hours recorded to that federal aid project on the certified payrolls at the same rate or higher than when training on the project site.

Please check all that apply to the proposed off-site training:

- The contractor is paying the cost of the training.
- The contractor is providing instruction to the trainee.
- The contractor is paying the trainee's wages.

Contractor Signature _____ Date: _____

Department of Transportation Section

Date Received: _____

- Approve training, hours will count, wages/Item 660 will be paid. Okay to monitor off-site.
- Disapprove training. If OJT moved, hours will not count, item 660 will not be credited or paid. Monitoring will not be done.

Comments:

Signature of MaineDOT,
Civil Rights Office _____ Date: _____

cc: MaineDOT Resident
Contractor

**INSTRUCTIONS FOR COMPLETING
WEEKLY OJT EVALUATION FORM**

Week Ending: payroll date.

Trainee Name: name of OJT person.

Project Number: project number the OJT is registered with.

Location: where the project is located.

Classification: name of classification OJT program trainee is enrolled in.

Wage: hourly rate paid to trainee.

Effective Date: date rate of pay is effective.

State Use Only: construction manager inserts correct hours.

Phase of Training: use guide on training curriculum outline.

Safety/Productivity/Quality/Understanding/Attitude/Attendance: indicate how trainee evaluated in each phase. N=Needs Improvement, A=Acceptable, E=Excellent.

Required Hours: total number of hours required in each phase.

Hours Accumulated as of Last Week: total hours accumulated and recorded on previous weeks' form.

Total Hours This Week On-Site: record total hours worked on-site this week.

Total Hours This Week Off-Site: record total hours worked off-site this week.

Total Hours Accumulated to Date: record total hours on and off-site.

Total Hours: add total from each column.

Promotion/Discipline/Dismissal/Quit/Laid Off: check off and explain.

Completed By: contractor's representative/designee must sign form.

MDOT Representative: signed by construction manager.

Date: fill in appropriate date.

Job Function: employer writes brief description each week of trainee's work completed for weekly evaluation documentation.

OJT WEEKLY EVALUATION – THIS IS A LEGAL DOCUMENT REFLECTING TRAINEE'S PROGRESS. FAILURE TO COMPLETE ACCURATELY COULD RESULT IN A LOSS OF TRAINING HOURS.

The weekly evaluation form is to be sent via email, fax or USPS to the MaineDOT Civil Rights Office. The MaineDOT resident is responsible for submitting the forms to the MaineDOT Civil Rights Office on a weekly basis.

Send to:

MaineDOT, Civil Rights Office

State House Station # 16

Augusta, Maine 04333-0016

Tel (207) 624-3036

Fax (207) 624-3021

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gigi.ottmann-deeves@maine.gov

Weekly OJT Evaluation Form

Week Ending: _____

STATE USE ONLY Hours eligible for reimbursement: _____

Maine Department of Transportation

Trainee Name: _____
 Project #: _____
 Location: _____
 Company: _____

Classification: _____
 Wage: _____
 Effective Date: _____
 Submit to: Construction Manager
 (includes off-site training)

Phase of Training <input type="checkbox"/>	Safety	Productivity	Quality	Understanding	Attitude	Attendance	Required Hours	Hours Accumulated Last Week	Total Hours This Week		Total Hours Accumulated To Date
									on site	off site	
N=Needs Improvement A=Acceptable E=Excellent							Total Hours				

Date: _____

Explanation: _____

- _____ Promotion-wage increase _____
- _____ Discipline _____
- _____ Dismissal _____
- _____ Quit _____
- _____ Laid Off _____

Job Functions Performed This Week & Other Comments:
 (Complete Each Week)

Completed by: _____
(Immediate Supervisor)

Date: _____

Trainee's Signature: _____
OJT has five working days to respond to supervisor's review.

Date: _____

MaineDOT Representative: _____
(Copies To: 1-Company, 2-MaineDOT Civil Rights Office 3-Trainee)

Date: _____

INSTRUCTIONS FOR COMPLETING CONTRACTOR'S OJT MONTHLY REPORTING FORM

Contractor Name: insert name of company.

Project Name and Location: insert name and location of project.

Date: insert report date.

OJT Obligation: indicate total number of training hours assigned.

Number of Active OJTs: indicate total number of trainees enrolled at report time.

Expected Completion Date of Project: estimate the completion date of project.

Date: indicate date of contacts.

Organization and Name of Person Contacted: indicate contacts.

Method of Contact: indicate how contact was made (i.e., visit, telephone, fax, other).

Results: indicate action resulting from contact.

Follow-Up Planned: indicate next step.

OJTs Hired During Month: indicate trainee name, start date, program enrolled into, and total number of hours required.

OJTs Terminated This Month: indicate trainee name, last date worked, total hours completed, and reason for leaving (i.e., termination, lay-off).

Recruitment Activities: indicate activities planned for month (i.e., visit technical college, NTO Conference, etc.).

Submitted, Signed & Dated By: contractor's representative.

Contractor's OJT Monthly Reporting Form

Contractor Name: _____ Date: _____

Project Name/Location/Pin

OJT Obligation _____ Number of Active OJTs _____ Expected Completion Date of the Project _____

1. Recruitment Contacts Made This Month:

Date	Organization and Name of Person Contacted	Method of Contact	Results	Follow-up Planned

2. OJTs Hired This Month:

OJT Name	Start Date	Training Program	Hours

3. OJTs Terminated This Month:

OJT Name	Date of last day worked	Total # of hours completed	Reason for leaving

4. What Recruitment Activities Do You Plan To Do This Month: _____

Submitted By: _____ Date: _____

Send to:
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BRIDGE PAINTER

Acts within the crew at construction sites; learns company policies and gains knowledge of all phases of bridge painting. Performs any combination of duties to safely prepare and paint structural steel.

Familiarization and safety..... 250

- Safety
- Respiratory Protection
- Personal Protection
- Water Protection
- Personal Health Risk Education
- Health Risk Evaluations and/ or testing (MSDS)
- Identification Training (MSDS)
- Disposal of Hazardous Materials
- Equipment Usage

Preparation and Application.....350

- Scaffold Set-Up/Containment Set-Up
- Stripping
- Paint Application
- Preparation and Mixing
- Techniques
- Clean-Up

TOTAL HOURS.....600

NO BENCHMARK CERTIFICATE WILL BE ISSUED FOR THIS TRAINING CLASSIFICATION.

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

Trainees will become successful more quickly if partnered with a seasoned employee who can mentor them. The mentor can teach the trainee not only the skills needed, but also the expectations and culture of the company.

CARPENTER

Builds rough wooden structures, concrete forms, scaffold, tunnel and sewer supports, and temporary frame shelters, according to sketches or oral instructions. Examines the specifications to determine dimensions of the structures. Measures boards, timbers or plywood, using square measuring tape and ruler and marks cutting lines on materials, using pencil and scribe. Saws boards and plywood panels to required sizes. Nails cleats across boards to construct concrete forms. Braces forms in place with timbers, tie rods, and anchor bolts, uses forms in building concrete piers, footings, and walls. Erects chutes for placing concrete. Cuts, assembles timbers to build trestles and cofferdams.

Stage 1 500

- Safety
- Power and hand tools
- Material selection
- Grading and stacking
- Basic form design
- Safe operating procedures
- Decking form work
- Parapet and hand railings

Stage 2 500

- Box culverts, inlets and headwall form work
- Pier, pile, and cap form work
- Abutment form work
- Retaining wall form work
- Safe operating procedures of Stripping and Salvage
- Cleaning material
- Separation and Stacking of Material

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all the above areas. Trainees will become successful more quickly if partnered with a seasoned employee who can mentor them. The mentor can teach the trainee not only the skills needed, but also the expectations and culture of the company.

CONCRETE QUALITY CONTROL TECHNICIAN

Work primarily on-site or at office with the possibility of visiting concrete plant/s.

Stage 1 300

General safety & quality control procedures for working with concrete

- Familiarization with safety hazards of concrete.
- Familiarization with concrete production procedures.
- Familiarization with AASHTO & ASTM test procedures.

Stage 2 400

Become ACIMCTCB field certified to perform field QC tests and learn proper field testing procedures.

- ASTM C 1064 (Temperature)
- ASTM C 172 (Sampling Concrete)
- ASTM C 143 (Slump Test)
- ASTM C 138 (Unit Weight)
- ASTM C 231 (Air Content Pressure Method)
- ASTM C 173 (Air Content Volumetric Method)
- ASTM C 31 (Making & Curing Cylinders)

Stage 4 300

Gain knowledge of general contractor's role in QC monitoring

- Familiarization with MaineDOT Standard Spec. Section- 106
- Familiarization with MaineDOT Standard Spec. Section- 502

Ensure documentation to track quality control is being properly maintained and submitted to the proper people

- Maintain placement delivery slips & testing records.
- Summarize & submit placement data to MaineDOT representative.

Work with suppliers to maintain the highest quality level for the concrete delivered

- Gain understanding of concrete plant operations.
- Gain understanding of concrete additives & mix proportioning.

Total Hours 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all the above areas.

Trainees will become successful more quickly if partnered with a seasoned employee who can mentor them. The mentor can teach the trainee not only the skills needed, but also the expectations and culture of the company.

CONSTRUCTION EQUIPMENT MECHANIC

Inspects, analyzes malfunctions, rebuilds, repairs, and adjusts heavy construction equipment, such as cranes, power shovels, scrapers, paving machines, and motor graders, rock crushers, trench digging machines, bulldozers, off-highway trucks, and other equipment. Uses power and hand tools, jacks and specialized calibration tools or instruments to obtain factory and federal specifications. May be required to use welding equipment and make field repairs. Become familiar with factory repair and parts manuals.

Stage 1 500

- Safety procedures
- Tools of the trade
- Diesel engines, 2 or 4 cycle
- Frames
- Brake systems
- Cooling systems
- Electric systems
- Fuel systems
- Hydraulic systems
- Actual participation as a mechanic

Stage 2 500

- Continued participation as a mechanic
- Safety
- Preventive maintenance
- Systems troubleshooting
- Systems maintenance, repair, and replacement

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all the above areas.

Trainees will become successful more quickly if partnered with a seasoned employee who can mentor them. The mentor can teach the trainee not only the skills needed, but also the expectations and culture of the company.

EQUIPMENT OPERATOR

Operates several types of power construction equipment, such as bulldozer, roller, (steel or pneumatic), front end loader, gradall, backhoe, asphalt machine, skid steer, screed or combination. Excavates, grades, compacts earth fills, subgrades and bituminous surfaces to specifications. Adjusts hand wheels and presses pedals to drive machines and controls attachments, such as blades, buckets. May clean, fuel, oil, grease and/or service equipment.

Stage 1 500

- Safe operating procedures
- Fueling/lubrication/hydraulic systems
- Types of equipment, introduction, and safe operation
- Materials/earthwork/site preparation
- Manipulating controls, and fastening blades, hoses, belts, linkage, etc.
- Roller

Stage 2 500

- Grading, and finish grading
- Trenching operation/pipelaying
- Backfill/curbing
- Moving, staking materials, clearing and grubbing
- Loading/unloading flat bed for moving

(Contractors selecting this category shall be expected to rotate trainees training on the variety of equipment in a contractor's rolling stock, etc.)

TOTAL HOURS 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all the above areas.

Trainees will become successful more quickly if partnered with a seasoned employee who can mentor them. The mentor can teach the trainee not only the skills needed, but also the expectations and culture of the company.

GRADE CONTROL TECHNICIAN

Acts within work crew at construction sites; learns company policies and gains knowledge of all phases of Grade Control under the supervision of the Project Superintendent, Foreman or Surveyor. The Trainee will become familiar with the use of grade control equipment, help install grade control measures, learn to read and figure grades from plan sets, and assist in the setting and checking of grades. Trainee may perform other duties as necessary when not engaged in grade control activities.

Stage 1 500

- Safety
- Types of equipment and materials,
- Assist in installing and setting grade control
- Safe operating procedures
- Blueprint reading
- Use of Transit and/or related tools
- Planning and layout of field operations, site, scope of area
- Layout and staking
- Site clearing
- Traffic Control
- Basic math

Stage 2 500

- Ground condition analysis and testing
- Excavation
- Drainage
- Pipelaying
- Sub-grading
- Fine grading
- Placement of concrete, asphalt, and granite
- Backfilling/ curbing

Total Hours 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all the above areas.

Trainees will become successful more quickly if partnered with a seasoned employee who can mentor them. The mentor can teach the trainee not only the skills needed, but also the expectations and culture of the company.

IRONWORKER

Performs a combination of duties and procedures related to placement of structural steel. Use of man-lifts, cutting torches, portable tools, power tools, material identification, and basic welding processes are integrated into the training.

Stage 1..... 500

- Personal protection
- Water safety
- Identification training (MSDS)
- Material Identification
- Basic welding processes
- b. Cutting torches
- d. Portable power tools
- c. Double tie off policy education

Stage 2..... 500

- Man-lifts
- Slings
- Scaffold erection
- Ladders, rails, toe-boards, etc.
- Cutting and burning
- Drilling and tapping
- Tensioning bolts and cables
- Lifting, moving, placing, and aligning steel

TOTAL HOURS 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all the above areas.

Trainees will become successful more quickly if partnered with a seasoned employee who can mentor them. The mentor can teach the trainee not only the skills needed, but also the expectations and culture of the company.

LABORER-COMMON-GENERAL

Acts within work crew at construction sites; learns company policies, jobs and to gain knowledge of all phases of highway construction. Becomes familiar with all types of heavy equipment; reads and understands blueprints, topographical maps, surveying and related duties.

Stage 1 500

- Safety
- Types of equipment and materials
- Maintenance
- Fueling, lubrication, and servicing
- Traffic control, sign erection, and maintenance
- Blueprints and topographical map reading
- Use of transit
- Planning and layout of field office and grounds
- Layout, staking, and site clearing
- Ground condition analysis and testing

Stage 2 500

- Safety
- Excavation, drainage, pipelaying, and sealing
- Subgrading, final grading, and erosion control
- Placement of concrete, asphalt, and granite
- Job site cleaning
- Compaction, backfill, multiplates, and culverts
- Strip and salvage

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all the above areas.

Trainees will become successful more quickly if partnered with a seasoned employee who can mentor them. The mentor can teach the trainee not only the skills needed, but also the expectations and culture of the company.

LABORER-BRIDGE SAFETY-RIGGER

Acts within a crew on a bridge construction site; learns company policies, jobs and to gain knowledge of all phases of bridge construction. Becomes familiar with all types of hand tools, becomes familiar with traffic safety and learns from the crafts working on the bridge project.

Stage 1 500

- Safety
- Tools of the trades
- Rigging Basics
- Traffic safety
- Equipment safety
- Carpentry basics
- Material handling and storage

Stage 2 500

- Bridge safety
- Safe operating procedures
- Precast deck replacement
- Structural steel basics
- Structural concrete basics
- Safe rigging practices

TOTAL HOURS 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all the above areas.

Trainees will become successful more quickly if partnered with a seasoned employee who can mentor them. The mentor can teach the trainee not only the skills needed, but also the expectations and culture of the company.

MECHANICAL MAINTENANCE WORKER

Inspects, repairs and maintains functional parts of automotive and mechanical equipment and machinery, such as pumps, compressors, pipelaying machines, ditch diggers, trucks and tractors, using hoists, hand tools, gauges, and factory manuals. Disassembles and overhauls internal combustion engines, pumps, power units, generators, transmissions, clutches and rear ends, using tools and hoists. Grinds and resets valves, using valve grinding machine. Adjusts brakes, aligns wheel and tightens bolts and screws and reassembles equipment. Operates equipment to test its functioning capability. Changes oil, checks batteries, repairs tires and tubes, and lubricates equipment and machinery. Ascertains that operational equipment meets factory and federal specifications and standards.

Stage 1 500

- Safety
- Tools of the trade
- Automotive and equipment engines
- Light equipment engines
- Chassis, brake, cooling, electrical, fuel, hydraulic,
- Exhaust systems
- Safe operating procedures
- Disassembly, cleaning and parts inspection
- Replacement of minor parts and adjustment

Stage 2 500

- Systems troubleshooting
- Disassembly of engines for overhaul and replacement
- Disassembly of clutches, transmissions, and drive train components for overhaul or placement
- Disassembly of final drive and track assemblies
- Systems maintenance and repair

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all the above areas.

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PIPELAYER

Lays glazed or unglazed clay, concrete, plastic, or cast-iron pipe for storm or sanitation sewers, drains, or water mains, performing any combination of the following tasks: Grades and smooths bottom of trench or culvert to specified elevation, using shovel. Guides hoist or crane. Inserts spigot end of pipe into bell end of previously laid section. Adjusts pipe to line and grade, and secures pipe into position. Forces oakum or yarn into space around bell, using caulking tool and hammer.

Familiarization with Equipment and Machines 100

- Safety
- Types of pipe
- Spade operation and laying of pipe
- Ditch preparation
- Shoring ditches

Participation in Operations 400

- Safe operating procedures
- Ditch grading with compressed air driven or hand operated spade
- Rigging and lowering of pipe
- Laying pipe and duct
- Adjust pipe to proper elevation and angle
- Insertion of spigot end of pipe into bell end of last pipe laid

TOTAL HOURS: 500

NO BENCHMARK CERTIFICATE WILL BE ISSUED FOR THIS TRAINING CLASSIFICATION.

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QUALITY CONTROL TECHNICIAN

Acts within work crew at construction sites; learns company policies and gains knowledge of all phases of quality control. Safely performs any combination of duties which may include work at lab.

Stage 1 500

- Familiarization with basic concrete aggregate properties
- Familiarization with AASHTO & ASTM test procedures
- Testing of physical concrete aggregate properties
- Familiarization with basic asphalt aggregate properties
- Familiarization with AASHTO & ASTM test procedures
- Testing of physical bituminous aggregate properties
- Hands on Washington State Degradation Test
- Hands on Sand Equivalent Test
- Hands on Overview of Proper Stockpiling Methods
- Hands on Control of Blending Aggregates for Gradation

Stage 2 500

- Familiarization with basic bituminous concrete properties
- Familiarization with AASHTO & ASTM test procedures
- Hands on testing of Mix by Extraction
- Hands on testing of rice specific gravity
- Hands on testing of marshall mix properties
- Nuclear density training & testing
- Certification by nuclear gauge safety trainer
- Hands on testing of bituminous mix material densities
- Hands on testing of In place gravel densities
- Hands on calibration of nuclear thin lift gauge to cores

TOTAL HOURS:..... 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all the above areas.

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TRAFFIC CONTROL

Performs duties under the mentorship of a traffic control coordinator, foreperson and/or project manager for paving and/or grade crews to become familiar with traffic control/maintenance for highway construction operations. She/he would train to assist with all aspects of traffic control. The trainee become familiar with basic tasks of road construction operations as needed in conjunction with traffic duties.

Process Familiarization/Knowledge	150
▪ Safe operating procedures and company policies	
▪ Sequence and types of operations	
▪ Traffic control/flagging procedures	
▪ Necessary equipment and/or tools	
▪ Familiarity with regulations pertaining to traffic control elements (traffic control devices, parts of a traffic control zone, taper length criteria for work zone, proper sign installations, repositioning, dismantling)	
▪ Public relations	
Operation of Company Vehicle	50
▪ Safe operating procedures	
▪ Proper operation of company vehicle	
▪ Fueling, pre-operation check, and servicing	
▪ General maintenance	
Traffic Control Operations	400
▪ Layout and measuring	
▪ Permanent sign installation and teardown	
▪ Preparation of new traffic control devices for project use	
▪ Distribution of traffic control devices from project to project	
▪ Assistance with traffic control plan for day's activities	
▪ Set-up, operation, and maintenance of message/arrow boards	
▪ Assistance with repair of any damaged traffic control device	
▪ Assistance with patrolling of total job site traffic control set-up to adhere to project specifications in order to eliminate hazards	
▪ Job clean-up	
TOTAL HOURS.....	600

NO BENCHMARK CERTIFICATE WILL BE ISSUED FOR THIS TRAINING CLASSIFICATION.

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TRAFFIC CONTROL COORDINATOR

This position will only be utilized for applicants who have completed the OJT classification of Traffic Control or who are currently DOT Flagger Certified.

Acts in a supervisory capacity and coordinates Traffic Control operations for highway & utility work under the Mentorship of the Site Supervisor and Foreperson. Help train & coordinate Flag Persons as required. Learns company policies, safety manuals, OSHA, employee relations and must become MaineDOT Flagger Certifier.

Stage 1 520

- Safe operating procedures and company policies.
- Off-site training as necessary.
- Sequences and types of operations.
- Traffic control requirements & procedures.
- Necessary equipment.
- Manual on Uniform Traffic Control Devices, "Part 6".
- MaineDOT Specification 652.
- Patrolling of total work area, to ensure conformance with traffic control plan.
- Learn development and implementation of traffic control plan.

Stage 2 500

- Layout and measuring.
- Distribution, set-up, operation and maintenance of devices.
- Repair of damaged devices.
- Employee relations / harassment prevention training/equal employment opportunity.
- Public relations.
- Safety/ Regulations.
- Crew/ equipment coordination.
- Crew/ equipment management.
- Basic project scheduling.

Total Hours 1020

Note: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all the above areas.

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TRUCK DRIVER

Operates heavy duty on or off highway earth and rock moving equipment; such as, but not limited to Koehring Dumpster, Euclid, either back or bottom dump, International Payhauler, etc. May oil, grease, service and make normal operating adjustments to equipment. Perform related duties.

Stage 1..... 450

- Orientation and observation
- Safety procedures
- Instruction in operating of vehicle
- Care and maintenance
- Routine fueling, lubrication and servicing
- Initial operation of equipment with supervision

Stage 2..... 550

- Actual operation of equipment with less supervision

TOTAL..... 1000

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RESOURCE DIRECTORY

Bureau of Rehabilitation Services
Department of Human Services
2 Anthony Avenue
Augusta, Maine 04333-0150
(207) 624-5950
(800) 698-4440
Fax: (207) 624-5980
TTY: (888) 755-0023
Website: www.state.me.us/rehab/

NAACP – Portland Branch
P.O. Box 3631
Portland, Maine 04104
(207) 253-5074
(866) 252-5074
Fax: (207) 253-5079
Website: www.naacp.me (Portland)

Aroostook Band of Micmac Indians
P.O. Box 772
Presque Isle, Maine 04769
(207) 764-1972
Fax: (207) 764-7667

Houlton Band of Maliseet Indians
RR #3, Box 450
Houlton, Maine 04730
(207) 532-4273
Fax: (207) 532-2660

Penobscot Tribal Council, Indian Island
6 River Road
Old Town, Maine 04468
(207) 827-7776
Fax: (207) 827-6042
Website: www.penobscotnation.org/

Pleasant Point Passamaquoddy Tribal Council
P.O. Box 343
Perry, Maine 04667
(207) 853-2600
Fax: (207) 853-6039
Website: www.wabanaki.com/

Local CareerCenters

The Workforce Investment Act of 1998 (WIA) reformed federal employment, training, adult education, and vocational rehabilitation programs by creating an integrated "one-stop" system of workforce investment and education services for adults, dislocated workers, and youth.

The Maine workforce system comprises 4 regions or local workforce investment boards. These regions utilize a network of 12 full-service CareerCenters with additional service points and partner providers located throughout the state that provide services to employers and job seekers.

- Region 1
Serving Aroostook & Washington Counties
- Region 2
Serving Piscataquis, Penobscot, & Hancock Counties
- Region 3
Serving Androscoggin, Franklin, Kennebec, Oxford, & Somerset Counties
- Region 4
Serving Waldo, Knox, Lincoln, Sagadahoc, Cumberland, & York Counties

Region 1

Aroostook & Washington Counties Workforce Investment Board
Serving Aroostook & Washington Counties

Full-Service CareerCenters

Calais CareerCenter

One College Drive
Calais, ME 04619-0415
Phone: 454-7551 or 1-800-543-0303
Fax: 454-0349
TTY users call Maine Relay 711
calais.careercenter@maine.gov

Machias CareerCenter

53 Prescott Drive, Suite 1
Machias, ME 04654
Phone: 255-1900 or 1-800-292-8929
Fax: 255-4778
TTY users call Maine Relay 711
machias.careercenter@maine.gov

Presque Isle CareerCenter

66 Spruce Street, Suite 1
Presque Isle, ME 04769-322
Phone: 760-6300 or 1-800-635-0357
Fax: 760-6350
TTY users call Maine Relay 711
presqueisle.careercenter@maine.gov

For a listing of workshops, events, job fairs and notices, visit the Presque Isle CareerCenter page.

Some services may also be obtained at the following locations on a limited basis. Call for more information.

Houlton

Aroostook County Action Program
91 Military Street, Suite 3
Houlton, ME 04730-2421
Phone: 532-5300 or 1-800-697-2987
Fax: 532-5309
TTY users call Maine Relay 711

Region 2

Tri-County Workforce Investment Board
Serving Piscataquis, Penobscot, & Hancock Counties

Full-Service CareerCenters

Tri-County (Bangor) CareerCenter
45 Oak Street, Suite 3
Bangor, ME 04401-6667
Phone: 561-4050 or 1-888-828-0568
Fax: 561-4066
TTY users call Maine Relay 711
bangor.careercenter@maine.gov

Some services may also be obtained at the following locations on a limited basis. Call for more information.

For a listing of workshops, events, job fairs and notices, visit the Bangor CareerCenter page.

East Millinocket
Eastern Maine Development Corporation
One Industrial Drive, Suite 2
East Millinocket, ME 04430-1062
Phone: 746-9608 or 1-800-777-8173
Fax: 746-9439
TTY users call Maine Relay 711

Dover-Foxcroft
Eastern Maine Development Corporation
Morton Ave School
Dover-Foxcroft, ME 04426
Phone: 1-888-828-0568
TTY users call Maine Relay 711

Ellsworth
Eastern Maine Development Corporation
Ellsworth Higher Education Center
Mill Mall
Ellsworth, ME 04605
Phone: 1-888-828-0568
TTY users call Maine Relay 711

Region 3

Central/Western Maine Workforce Investment Board

Serving Androscoggin, Franklin, Kennebec, Oxford, & Somerset Counties
Full-Service CareerCenters

Augusta CareerCenter

45 Commerce Drive
109 State House Station
Augusta, ME 04333-0109
Phone: 624-5120 or 1-800-760-1573
Fax: 287-6236
TTY users call Maine Relay 711
augusta.careercenter@maine.gov

Lewiston CareerCenter

5 Mollison Way
Lewiston, ME 04240
Phone: 753-9001 or 1-800-741-2991
Fax: 783-5301
TTY users call Maine Relay 711
lewiston.careercenter@maine.gov

Skowhegan CareerCenter

98 North Avenue
Skowhegan, ME 04976-1923
Phone: 474-4950 or 1-800-760-1572
Fax: 474-4914
TTY users call Maine Relay 711
skowhegan.careercenter@maine.gov

Wilton CareerCenter

865 US Route 2E
Wilton, ME 04294-6649
Phone: 645-5800 or 1-800-982-4311
Fax: 645-2093
TTY users call Maine Relay 711
wilton.careercenter@maine.gov

Some services may also be obtained at the following locations on a limited basis. Call for more information.

Rumford (limited hours - please call for information)

Western Maine Community Action
60 Lowell Street
Rumford, ME 04276-2096
Phone: 369-5000
Fax: 369-5002
TTY users call Maine Relay 711

For a listing of workshops, events, job fairs and notices, visit the Wilton CareerCenter page.

Region 3 (continued)

South Paris (Hours by appointment only)

Western Maine Community Action

4 Western Avenue

South Paris, ME 04281

Phone: 743-7763 or 1-877-237-6171

Fax: 743-0687

TTY users call Maine Relay 711

For a listing of workshops, events, job fairs and notices, visit the Lewiston CareerCenter page.

Region 4

Coastal Counties Workforce Inc.

Serving Waldo, Knox, Lincoln, Sagadahoc, Cumberland, & York Counties

Full-Service CareerCenters

Southern Mid Coast (Brunswick) CareerCenter

275 Bath Road

Brunswick, Maine 04011

Phone: 373-4000 or 1-888-836-3355

Fax: 373-4004

TTY users call Maine Relay 711

brunswick.careercenter@maine.gov

Greater Portland CareerCenter

151 Jetport Blvd.

Portland, ME 04102

Phone: 822-3300 or 1-877-594-5627

Fax: 822-0221

TTY users call Maine Relay 711

portland.careercenter@maine.gov

Rockland CareerCenter

91 Camden Street, Suite 201

Rockland, ME 04841-2421

Phone: 596-2600 or 1-877-421-7916

Fax: 594-1428

TTY users call Maine Relay 711

rockland.careercenter@maine.gov

Springvale CareerCenter

9 Bodwell Court

Springvale, ME 04083-1801

Phone: 324-5460 or 1-800-343-0151

Fax: 324-7069

TTY users call Maine Relay 711

springvale.careercenter@maine.gov

Region 4 (continued)

Some services may also be obtained at the following locations on a limited basis. Call for more information.

Belfast

Goodwill Workforce Solutions Center
Wentworth Bldg.
147 Waldo Ave., Suite 110
Belfast, ME 04915
Phone: 930-7047

Biddeford

Goodwill Workforce Solutions Center
407 Alfred Road, Park 111, Suite 2
Biddeford, ME 04005
Phone: 571-3301
Fax: 571-3304

Maine Community Colleges:

Central Maine Community College

1250 Turner Street
Auburn, Maine 04210
(207) 755-5100
1-800-891-2002 (Admissions)
Fax (207) 755-5498
www.cmcc.edu

Eastern Maine Community College

354 Hogan Road
Bangor, Maine 04401
(207) 974-4600
1-800-286-9357
Fax (207) 974-4608
www.emcc.edu

Kennebec Valley Community College

92 Western Avenue
Fairfield, Maine 04937
(207) 453-5000
1-800-528-5882
Fax (207) 453-5010
www.kvcc.me.edu

Maine Community Colleges (continued)

Northern Maine Community College

33 Edgemont Drive
Presque Isle, Maine 04769
(207) 768-2700
www.nmcc.edu

Southern Maine Community College

2 Fort Road
South Portland, Maine 04106
(207) 741-5500
1-877-282-2182
Fax (207) 767-9671
www.smccMe.edu

Washington County Community College

One College Drive
Calais, Maine 04619
(207) 454-1000
1-800-210-6932
Fax (207) 454-8470
www.wccc.me.edu

York County Community College

112 College Drive
Wells, Maine 04090
(207) 646-9282
1-800-580-3820
Fax (207) 646-9675
www.yccc.edu