

# ON-THE-JOB TRAINING PROGRAM MANUAL

2009



State of Maine  
Department of Transportation  
Civil Rights Office  
State House Station #16  
Augusta, ME 04333-0016  
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Effective: March, 2009  
(Replaces all previous editions)



**TO: HOLDERS**  
**FROM: MaineDOT, CIVIL RIGHTS OFFICE**  
**DATE: March, 2009**  
**SUBJECT: REVISED METHODOLOGY AND OJT MANUAL**

The primary goal of the On-The-Job Training (OJT) Program is to provide meaningful training opportunities for Women, Minorities, and the Disadvantaged on Federal-aid highway and bridge projects. Minorities, women, and disadvantaged individuals continue to be under-represented in the highway construction industry, therefore; targeted recruitment is necessary to level the playing field, achieve a more equal and diverse workforce, and to develop more journeyed workers. In order for this program to be truly effective, all OJT's must be held accountable and treated like any permanent employee in a similar position.

### **NEW METHODOLOGY**

Due to our 2009 revisions to the OJT process, there will now be benchmarks at specific numbers of hours. Once a trainee has reached each benchmark they will be sent a Benchmark completion certificate. The contractor will receive credit for the benchmarked number of hours. The trainee has not completed the training category, but they have attained the required benchmark status. Each benchmark will receive a certificate but the training will continue until a certificate of completion has been issued.

Example: G&L Construction would like to upgrade their employee Jane to Safety Specialist. There are 1300 total hours for this classification. After Jane successfully completes the first 600 hours, she will receive a Benchmark completion certificate and the contractor will receive credit for those 600 hours. If Jane completes the remaining 700 hours, she will be sent a certificate of completion, and the contractor will receive credit for the full 1300 hours.

But if Jane's life circumstances change and she works only 230 hours above the benchmark (for a total of 830 hours), she would not complete the category. The contractor would not receive credit for post-benchmark hours UNLESS she completes 80% of the hours past the last benchmark. So, in this case, if she completed 560 or more hours after the last benchmark, the contractor could appeal for the "good faith effort".

Or, perhaps in a year, Jane gets her issues under control; then the same contractor or another contractor with an OJT requirement could hire her to complete her original classification as long as the project is federally funded. She would receive a notice of completion after 700 hours, and the company would get credit for those remaining 700 hours.

## Highlights of the On-The-Job Training Program

- Clearer reporting guidelines for Contractors outlined in the manual.
- Good faith effort will be held to a higher standard because all job classifications have been restructured into set hour increments or benchmarks ensuring fewer lost OJT hours for Contractors.
- Trainees are routinely visited by the Company EEO Officer and are better informed of company policies and procedures.
- Contractors have a top-down commitment to the OJT Program and get more support from MaineDOT's Civil Rights Office.
- Contractors can submit new training classifications to MaineDOT, provided new classifications are in skilled trades where women, minorities, and the disadvantaged are under represented. If accepted, written notice will allow training to begin on current project.
- Increasing on-going monitoring of Trainees and Contractors during the training period to enhance the successful completion of Trainee and Contractor Obligation.
- Off-site Training opportunities only if Contractor gets approval from MaineDOT prior to moving Trainee to another federally funded project.
- Training commitment may be moved from project-to-project with MaineDOT approval and credit will apply to original commitment.
- Recalculated methodology for assignment of OJT hours to better reflect today's construction/labor/materials cost relationship.

### We have made efforts to improve the OJT Program by:

- Revising the OJT Handbook to reflect new job classifications.
- Restructured job classifications into 500 hour increments.

### Policy Questions:

Civil Rights Office  
# 16 State House Station  
Augusta, Maine 04333-0016  
Telephone: 207 624-3410,  
TTY: 888-516-9364  
Fax: 207 624-3401

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A few individuals who graduated in the 2008 On-the-Job Trainee Program.



## TRAINING CLASSIFICATIONS

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## FREQUENTLY USED NUMBERS

MaineDOT Office of Civil Rights.....	(207) 624-3519
Women Unlimited.....	(800) 281-5259 (207) 623-7576
Maine Human Rights Commission.....	(207) 624-6050
N.A.A.C.P. ....	(207) 776-7340
Women, Work & Community.....	(800) 442-2092
Maine CareerCenters .....	(888) 457-8883
Associated General Contractors of Maine .....	(207) 622-4741

**SPECIAL PROVISION  
SECTION 660  
ON-THE-JOB TRAINING**

**660.01 Description:** On-The-Job Training programs (OJT) are required as part of the Contractor's equal employment opportunity affirmative action program. The primary objective of 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 amount 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 MaineDOT On-The-Job Training Program Manual. Training classifications shall be distributed among work classifications needed by the Contractor in the skilled and semi-skilled craft levels identified on 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 in order 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 (e.g., 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 as to whether the Contractor is in compliance with this program. These semi-skilled and skilled craft employment goals set by this 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 un-skilled classes respectively statewide. For this reason, whether a Contractor meets these goals or not, the Department will require all contractors to participate in the program until such time that the goals are met as a whole. 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 journey level worker. No Contractor shall enroll trainees who possess post-secondary degrees, certification, or diploma 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 semi-skilled 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 in to the industry and to retain them in the industry at the journey level of the 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 shall be paid at least 75 percent of the average wage paid for craftspeople in the stated 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. 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 Department's OJT and Contract Compliance Consultant, the Letter of Intent, the OJT Registration Form, and the Workforce Breakdown Form. 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 trainee's 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 training report, or 2) the Contractors 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. A trainee will be considered successfully complete for purposes of payment when the trainee receives a certificate of completion from the Department.



**660.04 Basis of Payment:** The OJT shall be paid for once successfully completed 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 such other 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 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 under:

<b>Pay Item</b>	<b>Pay Unit</b>
660.21 On-The-Job Training	Hour

## **OJT PROGRAM TRAINING PROGRAM ACCEPTANCE PROCEDURES AND TRAINING REQUIREMENTS**

The objectives of the OJT Program are to: Provide training and improve the skills of women and minorities so that they have the opportunity and access to the higher paying skilled trades jobs and journeyworker positions, and broaden the labor pool to meet the projected future labor needs in highway and bridge constructions. For trades in which minorities and women are under represented, a majority of the training position 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 a number of OJT hours assigned shall establish this affirmative action program in a way likely to successfully achieve the objective of a more balanced workforce, especially as to yield women and minorities.
2. On-the-Job Training is a meaningful way by 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 OJT Administrative Coordinator 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 is capable of completing 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 has previously been in MaineDOT's OJT program unless to a position which promotes them from semi-skilled to skilled craft status.

## **SUPERVISION**

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

## **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 for each trainee to the OJT Administrative Coordinator. All Trainees shall be reviewed by their immediate supervisors. The Contractors have the responsibility to distribute completed and signed forms to the MaineDOT Resident, OJT Administrative Coordinator, the Trainee and 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 OJT Administrative Coordinator and verified 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 is placed in the OJT file.
4. The original is sent to the Contractor for signature and distribution to the trainee. A copy is included for the contractor file.
5. A congratulations letter and exit interview letter are 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 OJT Administrative Coordinator and the 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 as long as the training is an integral part of an approved training program and does not compromise a substantial part of the over-all 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 OJT Monitor and the MaineDOT Civil Rights Office if a trainee will need to be transferred from the MaineDOT project to work at another project ("off-site training") in order to fulfill their training requirements. The Contractor submits a transfer form to the OJT Administrative Coordinator and 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 OJT Monitor 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 pre-approved the MaineDOT Civil Rights Office.

Trainee wages may be adjusted according to the prescribed wages set for the off-site project. The Contractor must notify the trainee of any off-site wage adjustment.

## ORIENTATION

At the onset of training, the employer shall provide all OJT trainees with an orientation prior to commencing training. 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;
- 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. Who 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 lay off policies;
- p. Whom 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

March, 2009

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 as long as 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 is obligated to request off-site training in writing and receive approval from MaineDOT Civil Rights Office if a trainee will need to be moved from the MaineDOT project (“off-site training”) in order to fulfill their training requirements.
- The contractor initially submits an offsite request form to the OJT Administrative Coordinator for approval.
- The original form must be signed, dated and placed in the project file with an approved copy returned to the Contractor.
- The Monitor 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.
- Off-site hours are not reimbursable unless **pre-approved** by the OJT Administrative Coordinator and the MaineDOT Civil Rights Office.
- The trainee wages may be adjusted according to the prescribed wages set for the off-site project. The Contractor must notify the trainee and the OJT Administrative Coordinator 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. The hours, credit, monitoring, and payment will not be made.

Sincerely,

Gigi Ottmann-Deeves  
Civil Rights Office

**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:

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 as long as 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.**

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  
Women Unlimited  
FHWA



## INSTRUCTIONS FOR COMPLETING OJT LETTER OF INTENT

**Project Name & Location:** state project's name 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, Blacks, Asians, Disabled and number recalled.

### **SUBMIT PRIOR TO START OF PROJECT**

Send to: Women Unlimited  
OJT Administrative Coordinator  
103 Winthrop Street  
Augusta, ME 04330  
Tel (207) 623-7576  
Fax (207) 623-7299

## OJT LETTER OF INTENT

Project name: \_\_\_\_\_ Project Location: \_\_\_\_\_

Contractor Name \_\_\_\_\_ anticipates training in the classifications listed and expect 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-Skill									
Laborer, Unskilled									
Forepers./Brdge									
Foreperson/Hw									
Welder									

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

### SUBMIT PRIOR TO START OF PROJECT

SUBMIT TO: Women Unlimited  
 OJT Administrative Coordinator  
 103 Winthrop Street  
 Augusta, Maine 04330  
 Tel (207) 623-7576  
 Fax (207) 623-7299

## **INSTRUCTIONS FOR COMPLETING OJT REGISTRATION/ENROLLMENT FORM**

- Project Name and Location:** insert project name and location of project.
- Contractor:** insert Contractor name 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 commences.
- Start Wage:** indicate starting wage to % of journeyed wage rate.
- Expected End Date:** indicate date training 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 OJT BEGINNING WORK**

Send to: Women Unlimited  
OJT Administrative Coordinator  
103 Winthrop Street  
Augusta, ME 04330  
Tel (207) 623-7576  
Fax (207) 623-7299

**OJT REGISTRATION/ENROLLMENT FORM**  
**Include job application/resume**

Contractor name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_, Maine

Phone No: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Ethnic/Protected Class: \_\_\_\_\_ Sex: \_\_\_ Male \_\_\_ Female

Training Classification: \_\_\_\_\_ Hours: \_\_\_\_\_

\_\_\_ New Hire \_\_\_ Upgrade \_\_\_ Other, describe \_\_\_\_\_

Enclosed copy of: \_\_\_\_\_ Resume or \_\_\_\_\_ Job Application.

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 training program, the number of remaining hours for each trainee will be multiplied by the prevailing wage rate for that particular 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: Women Unlimited  
OJT Administrative Coordinator  
103 Winthrop Street  
Augusta, Maine 04330  
Tel (207) 623-75756  
Fax (207) 623-7299

## 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 to insert 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 from on and off-site.

**Total Hours:** add total from each column.

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

**Completed by:** signed by Contractor representative.

**MDOT representative:** signed by Construction manager.

**Date:** fill in appropriate date.

**Job Function:** employer writes brief explanation of trainees' each week of 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 OJT Administrative Coordinator. The MaineDOT resident is responsible to submitting the forms to the Women Unlimited representative on a weekly basis.

Send to: Women Unlimited  
OJT Administrative Coordinator  
103 Winthrop Street  
Augusta, Maine 04330  
Tel (207) 623-7576  
Fax (207) 623-7299

# 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  
 (include for off site training)

Phase of Training	Safety	Productivity	Quality	Understanding	Attitude	Attendance	Required Hours	Hours Accumulated Last Week	Total Hours <u>This Week</u>		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: \_\_\_\_\_ Date: \_\_\_\_\_ Trainee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Immediate Supervisor) OJT has five working days to respond to supervisor's review.

MaineDOT Representative: \_\_\_\_\_ Date: \_\_\_\_\_

(Copies To: 1-Women Unlimited, 2-Company, 3-MaineDOT On-site Representative, 4-Trainee)

## 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:** date project work is anticipated to be completed.

**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 by:** signed and dated by Contractor representative.

Send to: Maine Department of Transportation  
Civil Rights Office  
16 State House Station  
Augusta, ME 04333-0016  
Tel (207) 624-3519  
Fax (207) 624-3401

## Contractor's OJT Monthly Reporting Form

Contractor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name/Location \_\_\_\_\_

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: Maine Department of Transportation  
Civil Rights Office  
16 State House Station  
Augusta, ME 04333-0016  
Tel (207) 624-3519  
Fax (207) 624-3401



## ASPHALT MACHINE OPERATOR/RAKER

Operates equipment, hand tools to spread and apply levels of hot mix bituminous on subgrade of highway, driveways, and streets.

Bolts extensions, lights burners, and guides dump truck into dumping position. Learns the operation of the screed to eliminate voids at curbs and joints. Turns handwheel, punches depth gauge to periodically verify depth. Rakes asphalt evenly.

- Familiarization of Equipment/Tools..... 50
  - Safety
  - Fueling, lubrication, and servicing
- Operation of Equipment ..... 450
  - As primary operator/conductor
  - Distribution of material
  - Adjustment of screed, spreader, mix

TOTAL HOURS: ..... 500

**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.

## BRIDGE CONSTRUCTOR

Performs any combination of the following duties on bridge construction projects, usually working in utility capacity, by transferring from one task to another task where demands require workers with varied experience and ability to work without close supervision: Measures distance from grade stakes, drives stakes, stretches tight line, and positions and blocks up under forms. Positions and secures steel and re-bars in concrete forms to reinforce concrete. Assists in placing concrete. Removes forms after concrete has hardened; stacks material according to grade and dimensions after cleaning.

Stage 1 ..... 500

- Safety
- Layout
- Plan Reading and Comprehension
- Tools of the trade
- Carpentry Basics
- Form Building and Erection

Stage 2 ..... 500

- Safe operating procedures
- Structural concrete
- Comprehension of Plans and Specifications
- Stripping and Salvage
- Structural Steel
- Advanced Carpentry
- Welding

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 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 specifications to determine dimensions of structures. Measure 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, form use 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

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# 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 of safety hazards concrete.
- Familiarization of concrete production procedures.
- Familiarization of 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.
- Summarizes & submits 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

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## 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. Is 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 trouble shooting
- Systems maintenance, repair, and replacement

TOTAL HOURS: ..... 1000

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## CONSTRUCTION WORKER HIGHWAY

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 of the above areas.

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## CONSTRUCTION WORKER-BRIDGE SAFETY

Acts within a crew on a bridge construction site; learns company policies, jobs and to gain knowledge of all phases of bridge construction. Become familiar with all types of hand tools, become familiar with traffic safety and learn 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

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## ELECTRICAL WORKER

Assists in a combination of duties, including; wiring, grounding, cutting wires to scale from blueprints or oral directions, installation of fixtures, switches and devices, installation of controls, conductors, heating, and air conditioning. Performs related tasks such as testing circuits.

Completion of this program does not qualify a person as an electrician.

Stage 1.....500

- Safety
- Tools of the Trade
- Materials
- Material selection
- Safe operating procedures
- Basic wiring
- Basic grounding
- Control wiring
- Cable splicing

Stage 2.....500

- Installation of controls
- Installation of fixtures
- Installation of switches
- Installation of heat and air conditioners

TOTAL HOURS: .....1000

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## EQUIPMENT OPERATOR

Operates several types of power construction equipment, such as Bulldozer, Roller, (steel or pneumatic), Front End Loader, Gradall, Backhoe or Combination. Excavates, grades, compacts earth fills, subgrades and bituminous surfaces to specifications. Adjusts handwheels and presses pedals to drive machines and controls attachments; such as blades, buckets. May clean, gas, oil, and grease 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 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.**

## ESTIMATOR-PROJECT MANAGER

Individual will be trained on highway construction project work beginning with estimating of bids, coordination and management throughout the duration of a project, and steps for completion of the project. The Estimator-Project Manager will learn how to complete any associated project paperwork (daily forms, cost management, billing reports, etc.), assist with management of crew work activities, communicate between the different divisions involved to maintain appropriate coordination so the project runs smoothly, and help address any customer service issues. The trainee would also become familiar with sales and marketing of construction materials as well as general customer relationships.

This person will learn company policies/procedures and job/personnel functions to gain knowledge of all phases of highway construction. Individual will also become familiar with all types of heavy equipment, construction tools, and processes, blueprints and layouts, topographical maps and surveying, scheduling, contractor rules and regulations, and those agencies which govern construction activities.

Stage 1 ..... 500

### FAMILIARIZATION

- Safe operating procedures and company policies
- Review and interpret project plans and specifications
- Recordkeeping
- Blue print and layout reading, bid book interpretation
- Project specifications/ contract documents understanding
- Material specifications and quality control

Stage 2 ..... 500

### JOB KNOWLEDGE

- Asphalt laydown procedures
- Planning and layout
- Excavation, grading, drainage, erosion control
- Traffic control and sign packages
- Job site clean-up

Stage 3 ..... 650

### ESTIMATING, MARKETING AND SALES

- Product pricing knowledge and cost factors
- Estimation formulas and material knowledge
- Accurate and timely estimate sheets, contracts, credit approval, billing reports, etc.
- Ability to derive quantities from plans
- Familiarity with materials cost and bid markets in various areas
- Analyzing job quality and profitability results
- Value engineering and negotiating change orders
- Customer and public relations

# ESTIMATOR-PROJECT MANAGER

(continued)

Stage 4 ..... 550

## PROJECT MANAGEMENT

- Coordinate on-site personnel and equipment operations
- Ensure project sites are operating in a safe and efficient manner
- Assist with coordination and supervision of employees and subcontractors, including various disciplines such as earthwork, pipe, grade, paving, traffic
- Accurate and timely preparation of weekly schedules and other operations as needed
- Maintain proper job records such as schedules, personal diary, etc.
- Consistent communication with Coordinator/Construction Manager regarding project status for crew needs
- Assist with preparation of weekly schedules and other operations as needed
- Customer relations with on-site personnel

TOTAL HOURS..... 2200

**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.

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## EXCAVATOR OPERATOR

Operates various types of Flat Track and Rubber Tire Excavators. Excavates for pipe trenches, performs roadway and pit excavation, ditching, and clean up. Moves materials to desired grade for site, roadway or quarry, and gravel pit operations. Uses various attachments for different tasks. Maintains equipment upkeep and records.

Stage 1 ..... 400

- Safe operating procedures
- Fueling/lubrication/record keeping
- Types and makes of excavators introduction
- GPS systems/Hydraulic systems
- Soil/Gravel recognition and knowledge of compaction phases
- Grading/Layout/Erosion Control/Pit Safety
- Blueprint Knowledge
- OSHA 10 hour Safety/Haz-Mat Class

Stage 2 ..... 500

- Trenching/Trench Box Placement
- Pipe Work/Utility recognition
- Loading various materials in trucks

Stage 3 ..... 500

- Building slope/Cutting back slope/Cutting inclines to specifications
- Knowledge of vehicle location, balance, and surrounding activity
- Grading and Backfilling
- Coordination of instrumentation and control systems

TOTAL HOURS: ..... 1400

**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.

# FOREPERSON

(This program will only be utilized for applicants who have either gone through the OJT program as some lower level laborer or has had equal experience.)

Acts in supervisory capacities and coordinates activities of work crews at construction sites; learns company policies, jobs and personnel functions to gain knowledge of all phases of highway or bridge construction. Becomes familiar with all types of heavy equipment. Reads and understands blueprints, topographical maps and surveying.

Stage 1 ..... 500

- Safety
- Types of equipment and materials
- Maintenance, operations limitations, and capabilities
- Fueling, lubrication, and servicing
- Planning and layout of field operations, site, scope of area
- Layout and staking
- Site clearing

Stage 2 ..... 400

- Ground condition analysis and testing
- Employee relations/Sexual Harassment
- Training/Investigatory Techniques
- Public relations
- Crew/equipment coordination
- Crew/equipment management

Stage 3 ..... 500

- Excavation
- Drainage
- Pipelaying
- Subgrading
- Fine grading
- Placement of concrete, asphalt, and granite

TOTAL HOURS .....1400

**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.

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## 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
- Subgrading
- 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 of the above areas.

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## HIGHWAY UTILITY PERSON

Performs duties under the mentorship of a road crew foreperson and/or project manager for paving or grade work to familiarize her/him with highway construction operations. She/he would train to assist with various aspects of paving or road construction (grade, pipe crews) and include worksite safety training, handwork, traffic control, basic tool use, and cross-train on the operations of other small equipment (noted below) based on project needs. Would also familiarize with general maintenance and servicing of the various hand tools and pieces of equipment.

Construction Operations ..... 400

- Safe operating procedures and company policies
- Layout, line marking, staking
- Handwork/curbing
- Hand and/or power tools use (rake, lutes, hand compactor, jack hammer, compressor, etc.)
- Traffic control device installation and maintenance
- Familiarize with flagging procedures
- Loam and seed application
- Excavation, drainage, pipelaying and sealing
- Subgrading, final grading, and erosion control
- Project clean-up
- Drive commercial pick-up to transport supplies to and from specified destinations as needed
- Public Relations

Small Equipment Operation ..... 200

- Safe operating procedures
- Cross-train to operate one or more of the following (tractor broom, paving or dirt vibratory roller, skid steer loader)
- General equipment maintenance
- Fueling, lubrication, and minor servicing

TOTAL HOURS ..... 600

**NO BENCHMARK CERTIFICATE WILL BE ISSUED FOR THIS TRAINING CLASSIFICATION.**

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# IRONWORKER

Performs a combination of duties and procedures related to placement of structural steel. Use of manlifts, 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

- Manlifts
- 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

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## 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 over hauls 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. Ascertain 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 trouble shooting
- 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

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## OPERATING ENGINEER

Operates several types of power construction equipment, such as hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders, to excavate and grade earth, erect structural and reinforcing steel, and place concrete. Adjusts handwheels and presses pedals to drive machines and control attachments, such as buckets, and swing booms. May clean, oil, and grease equipment.

Stage 1..... 500

- Safety
- Fueling and lubrication
- Starting vehicles
- Manipulating valves, levers, and gears
- Maintenance requirements
- Types of equipment
- Capabilities and limitations
- Safe operating procedures
- Loading and unloading of material

Stage 2..... 500

- Excavation for footings and removal of soil
- Trenching
- Hoisting material
- Placement of pipe, beams, girders, piling, etc.

TOTAL HOURS: ..... 1000

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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

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## PLANT OPERATOR

May be designated, according to type of plant operated as, Asphalt-Plant Operator, Sand and Gravel-Plant Operator or Crusher Operator. Accordingly not all items in the outline may be obtained.

Operates asphalt or sand and gravel plant, crush or segregate materials used in construction; moves controls on panel board or control board to heat, dry and mix ingredients such as asphalt, sand, stone and naphtha to produce asphalt paving materials; controls feeding, crushing, and sifting machine in sand and gravel plant. Observes gauges, dials, and operation of machinery to insure conformance to processing specification. Repairs machinery using hand tools, power-tools and welding equipment.

Stage 1 ..... 475

- Care and Maintenance of Equipment
- Safety
- Plant set up and tear down
- Fueling, lubricating and servicing
- Feeding material into machine
- Hand signals
- Truck and truck load count
- Equipment Maintenance
- Safe operating procedures
- Maintenance of equipment

Stage 2 ..... 325

- Operation of Equipment
- Introduction to welding

TOTAL HOURS: ..... 800

**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.

## PROJECT MANAGER

Individual will be trained on highway construction project work which will consist of pre-construction planning, coordination and management throughout the duration of a project, and steps for completion of the project. She/he will learn how to complete any associated project paperwork (daily forms, cost management, billing reports, etc.) assist with management of crew work activities, communicate between the different divisions involved to maintain appropriate coordination so the project runs smoothly, and help address any customer service issues.

This person will learn company policies/procedures and job/personnel functions to gain knowledge of all phases of highway construction. Individual will also become familiar with all types of heavy equipment, construction tools and processes, blueprints and layouts, topographical maps and surveying, scheduling, contractor rules and regulations, and those agencies which govern construction activities.

Stage 1.....500

- Safe operating procedures and company policies
- Review and interpret project plans and specifications
- Recordkeeping
- Safety
- Blueprint and layout reading
- Materials specifications and quality control
- Asphalt laydown procedures
- Equipment usage
- Planning and layout
- Excavation, grading, drainage, erosion control
- Traffic control and sign packages
- Job site clean-up

Stage 2.....500

- Coordinate on-site personnel and equipment operations
- Ensure project sites are operating in a safe and efficient manner
- Assist with coordination and supervision of employees and subcontractors, including various disciplines such as earthwork, pipe, grade, paving, traffic
- Analyzing job quality and profitability results

## PROJECT MANAGER

(Continued)

Stage 3.....800

- Accurate and timely preparation of various paperwork, including daily productivity reports, financial status reports, timecards, etc.
- Maintain proper job records such as schedules, personal diary, etc.
- Consistent communication with Coordinator/Construction Manager regarding project status for crew needs
- Assist with preparation of weekly schedules and other operations as needed
- Customer relations with on-site personnel

TOTAL HOURS.....800

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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. Performs any combination of duties to safely conduct duties. Also may work at lab.

Stage 1 ..... 500

- Familiarization of Basic Concrete Aggregate Properties
- Familiarization of AASHTO & ASTM Test Procedures
- Testing of Physical Concrete Aggregate Properties
- Familiarization of Basic Asphalt Aggregate Properties
- Familiarization of 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 of Basic Bituminous Concrete Properties
- Familiarization of 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

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## SAFETY SPECIALIST

This position is designed to provide the trainee with hands on introduction to heavy construction and the role of a construction safety person on typical heavy construction projects.

The trainee will perform entry level work in a variety of actual construction occupations on the assigned project(s) he/she will assist project supervisors and safety specialists in planning for safety, environmental protection, and other loss control planning activities. He/she will participate in an increasingly more responsible role in environmental protection activities, safety inspections, injury/incident investigation, injury management and record keeping. Manages and maintains safety equipment, conducts safety meetings and training and provides technical safety, health, and environmental support. This does not qualify the person as an independent safety specialist.

Stage 1 ..... 600

- Safety
- Material selection
- Tools of the trade
- Hands on working assignments
- Company policies and procedures
- Awards program
- Activity planning
- Injury management
- OSHA and other applicable standards training (minimum, 30 hours official program)
- Safety equipment management
- Ergonomics evaluations and improvement

Stage 2 ..... 700

- Work activity planning
- Inspections and investigations
- Environmental monitoring and control
- Hazardous material/waste management
- Technical safety support
- h. Injury management
- record keeping

TOTAL HOURS: ..... 1300

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## STEEL PAINTER

Acts within work 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

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# TRAFFIC CONTROL

Performs duties under the mentorship of a traffic coordinator, foreperson and/or project manager for paving and/or grade crews to familiarize her/him with traffic control/maintenance for highway construction operations. She/he would train to assist with all aspects of traffic control. The trainee would also familiarize 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	
▪ Prepare new traffic control devices for project use	
▪ Distribution of traffic control devices from project to project	
▪ Assist with traffic control plan for day's activities	
▪ Set-up, operation, and maintenance of message/arrow boards	
▪ Assist with repair of any damaged traffic control device	
▪ Assist with patrolling of total job site traffic control set-up to adhere to project specifications in an effort to eliminate hazards	
▪ Job clean-up	
TOTAL HOURS.....	600

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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 and employee relations. Needs to become a DOT 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

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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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## WELDER COMBINATION

Welds metal parts together, according to layouts, blueprints, or work order, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks, such as, flame cutting and grinding. May repair broken or cracked parts, fill holes, and increase size of metal parts. May position and clamp together components of fabricated metal products preparatory to welding.

Stage 1 .....600

### Maintenance and Equipment Operations

- Safety
- Observation of equipment in use
- Types of welds

### Welding Operations

- Review of special safety procedures
- Layout, cut, fit, and weld all types of materials
- Fabricate and repair equipment
- Conduct field welding (emergency repair of heavy equipment)

Stage 2 (applicable if OJT is training for State test).....400

\* Trainee may spend up to an additional 400 hours of eligible training in preparing for and taking the State of Maine certification program. Successfully securing a welding certificate will constitute journey status and will automatically terminate the trainee status

Maximum Total Hours: .....1000

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# **NON-UNION APPRENTICESHIP WHAT EMPLOYERS NEED TO KNOW**

## **Apprenticeship in a Nutshell**

- On-the-Job Training – The practical skills
- Post-secondary related instruction – The theoretical knowledge
- Mentoring – Both on-the-job and in the classroom
- Incremental wage increases reward increased skills

The **Maine Apprenticeship Program** (MAP) is a training program that combines paid, on-the-job training with related college or other post-secondary coursework that results in more qualified workers than either method alone.

## **What is an Apprenticeship Sponsor and what are its duties?**

A sponsor is an employer that is able and willing to train workers in all aspects of an apprenticeable occupation. The three main responsibilities of a sponsor are to:

- Provide the on-the-job training, as laid out in the work schedule to the Apprentice under the supervision of skilled workers.
- Pay the Apprentice wages according to the Apprenticeship Agreement
- Ensure that the Apprentice is successfully completing the related instruction as part of all Apprenticeship programs.

## **Who can become a Sponsor?**

Any business, large or small, union or non-union, which employs workers in an apprenticeable occupation, is qualified to be a sponsor.

## **Why should I become a Sponsor?**

- Apprenticeship is a smart business decision and an investment in the future of your business
- MAP assists industry in developing and improving Apprenticeship and other training programs designed to provide the skilled workers needed to compete in a global economy.
- Your global competitors are!

## **Advantages for Apprenticeship Sponsors**

- Employee skills are tailored to fit your workplace needs.
- Recruitment and retention of a highly qualified workforce.
- Employees trained in new techniques can share information with other staff, giving you a competitive edge.
- The program provides a pool of highly skilled workers from which future managers can be selected and the training gives workers a path for upward mobility.
- Skills of a retiring workforce are preserved through on-the-job mentoring.
- Structured training of the program promotes quality and teamwork.

## **Who is eligible for an Apprenticeship?**

Existing employees or new hires are eligible for Apprenticeship as long as they:

- Have their high school diploma or GED
- Are over the age of 16
- Are committed to furthering their education both in the classroom and on-the-job.

## **Isn't Apprenticeship just for blue-collar workers?**

While Apprenticeship has its roots in the traditional trades, modern apprenticeships are answering employer training needs in bio-tech, health care, information technology, hospitality, and many other white, pink, green and gray collar.

## **There must be a lot of paperwork and costs to the Sponsor.**

Apprenticeship is a win-win situation for the Sponsor and the Apprentice. There is no "red tape," once the program is customized to your needs, paperwork is minimal and is done by an Apprenticeship Field Representative based on information from you. Once the program is developed it is yours to use on a day-to-day basis. There are no fees. The employer pays the Apprentice for work performed and the apprentice is responsible for the educational costs. MAP reimburses up to 50% of tuition for up to four college credit courses per year. The MAP budget is 100% Maine General Fund tax dollars and in 2007 returned \$49 for every dollar invested.

## **Is there support available to businesses from the Maine Apprenticeship Program?**

Apprenticeship Field Representatives based on the CareerCenters are available as needed to provide technical support and information. Should you require additional support, Gene Ellis, the Director of Apprenticeship Standards, would be glad to assist you.

## **Can my organization help?**

Yes, it can be a great help. Employer associations, whether industry, or regionally based, consist of employers who may not be aware of, or have misconceptions about MAP. The opportunity to reach your membership with a consistent message will be invaluable in raising awareness of the possibilities for their businesses. MAP representatives will work with you to find the best ways to reach your membership.

## **What is my first step to register my business as an Apprenticeship Sponsor?**

Contact your local Maine CareerCenter and ask to speak with the Apprenticeship Representative or contact the Director of Apprenticeship Standards, Gene Ellis at (207) 623-7990 or via email at [gene.a.ellis@maine.gov](mailto:gene.a.ellis@maine.gov). A complete contact list, as well as a partial list of current Apprenticeship Sponsors, is available at [www.maine.gov/labor/apprenticeship](http://www.maine.gov/labor/apprenticeship).

## RESOURCE DIRECTORY

### **Aroostook Band of Micmac Indians**

P.O. Box 772  
Presque Isle, Maine 04769  
**(207) 764-1972**  
Fax: (207) 764-7667

### **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/](http://www.state.me.us/rehab/)

### **Houlton Band of Maliseet Indians**

RR #3, Box 450  
Houlton, Maine 04730  
**(207) 532-4273**  
Fax: (207) 532-2660

### **NAACP – Portland Branch**

P.O. Box 3631  
Portland, Maine 04104  
**(207) 253-5074**  
**(866) 252-5074**  
Fax: (207) 253-5079  
Website: [www.naacpportland.org/](http://www.naacpportland.org/)

### **Penobscot Tribal Council Indian Island**

6 River Road  
Old Town, Maine 04468  
**(207) 827-7776**  
Fax: (207) 827-6042  
Website: [www.penobscotnation.org/](http://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/](http://www.wabanaki.com/)



## Maine Department of Labor CareerCenters:

### Augusta

21 Enterprise Dr., Suite 2  
109 State House Station  
Augusta, Maine 04333-0109  
**624-5120 or 1-800-760-1573**  
Fax: 287-6236  
TTY: 1-800-633-0770

### Bangor

45 Oak Street, Suite 3  
Bangor, Maine 04401-7902  
**561-4050 or 1-888-828-0568**  
Fax: 561-4066  
TTY: 800-498-6711

### Bath

34 Wing Farm Parkway  
Bath, Maine 04530-1515  
**442-0300 or 1-888-836-3355**  
Fax: 442-0065  
TTY: 888-697-2871

### Calais

One College Drive  
Calais, Maine 04619  
**454-7551 or 1-800-543-0303**  
Fax: 454-0349  
TTY: 888-697-2883

### East Millinocket

1 Dirigo Drive, Suite 2  
East Millinocket, Maine 04430  
**746-9608 or 1-800-777-8173**  
Fax: 800-498-6711

### Lewiston

5 Mollison Way  
Lewiston, Maine 04240-5805  
**753-9000 or 1-800-741-2991**  
Fax: 783-5301  
TTY: 877-796-9833

**Machias**

15 Prescott Drive, Suite 1  
Machias, Maine 04654  
**255-1900 or 1-800-292-8929**  
Fax: 255-4778  
TTY: 800-381-9932

**Madawaska**

88 Fox Street, Suite 103  
Madawaska, Maine 04756-1352  
**728-6345 or 1-800-432-7881**  
Fax: 728-4491  
TTY: 888-697-2877

**Portland**

185 Lancaster Street  
Portland, Maine 04101-2453  
**771-5627 or 1-877-594-5627**  
Fax: 822-0221  
TTY : 888-817-7113

**Presque Isle**

66 Spruce Street, Suite 1  
Presque Isle, Maine 04769-3222  
**760-6300 or 1-800-635-0357**  
Fax: 760-6350  
TTY: 888-697-2877

**Rockland**

91 Camden Street, Suite 201  
Rockland, Maine 04841-3424  
**596-2600 or 1-877-421-7916**  
Fax: 594-1428  
TTY: 888-212-6229

**Rumford**

60 Lowell Street  
Rumford, Maine 04276-2096  
**364-3738 or 1-877-421-7915**  
Fax: 369-9315  
TTY: 888-313-9400

**Skowhegan**

98 North Avenue  
Skowhegan, ME 04976-1923  
**474-4950 or 1-800-760-1572**  
Fax: 474-4914  
TTY: 888-697-2912

**South Paris (Western Maine Community Action Job Training)**

232 Main St  
So. Paris, Maine 04281  
**743-7763**  
Fax: 743-8439

**Springvale**

9 Bodwell Court  
Springvale, Maine 04083  
**324-5460 or 1-800-343-0151**  
Fax: 324-7069  
TTY: 888-697-2913

**Wilton**

865 U S Route 2E  
Wilton, Maine 04294-6649  
645-5800 or 800-982-4311  
Fax: 645-2093  
TTY: 888-697-2895

**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](http://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](http://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.edu](http://www.kvcc.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](http://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](http://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](http://www.yccc.edu)