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DEFINITIONS

In relation to this guidance, the following terms are defined as follows:

A. **Apprenticeship Training Program** means any program approved under 23 CFR CH 1, §230.111(f)(1) and (f)(2). Apprenticeship programs approved by the U.S. Department of Labor as of the date of proposed use by a federal-aid highway contractor or subcontractor need not be formally approved by the State highway agency or the Federal Highway Administration Division Administrator.

Such programs, including their minimum wage provisions, are acceptable for use, provided they are administered in a manner reasonably calculated to meet the equal employment opportunity (EEO) obligations of the contractor. Other training programs approved by the U.S. Department of Labor as of the date of proposed use by a federal-aid highway contractor or subcontractor are also acceptable for use without the formal approval of the State highway agency or the division Administrator provided:

i. The U.S. Department of Labor has clearly approved the program aspects relating to EEO and the payment of trainee wage rates in lieu of prevailing wage rates.

ii. They are reasonably calculated to qualify the average trainees for journeyworker status in the classification concerned by the end of the training period.

iii. They are administered in a manner calculated to meet the equal employment obligations of the contractors.

B. **Contractor** means any person, corporation, partnership, or unincorporated association that holds a FHWA direct or federally assisted construction contract or subcontract regardless of tier.

C. **Department** means the Texas Department of Transportation.

D. **DOT** means the U.S. Department of Transportation, including the Office of the Secretary, the Federal Highway Administration, the Federal Transit Administration, and the Federal Aviation Administration.

E. **Federal-aid contract** is any contract between the Department and a contractor that is paid for in whole or in part with DOT assistance.

F. **Journeyworker** means a person who is capable of performing all the duties within a given job classification or craft.

G. **Supportive Services** means those services provided to increase the overall effectiveness of approved on-the-job training programs for highway construction workers and highway contractors through the performance of various functions necessary to the program but which are not considered to be part of the actual on-the-job craft training.

H. **Trainee** means a person who is receiving on-the-job training through any program approved by the FHWA or the U.S. Department of Labor.
INTRODUCTION

The Department has established a Federal On-the-Job Training (OJT) Program in accordance with regulations of the DOT at 23 CFR Part 230, Subpart A, Equal Employment Opportunity on Federal and Federal-aid Construction Contracts. It is the policy of the Department to require full utilization of all available training and skill-improvement opportunities to assure the increased participation of minority groups, disadvantaged persons, and women in all phases of the highway construction industry.

The Federal OJT Program is administered through the following special provisions; copies are located in Appendix A:

• Special Provision 000-2638 (04), On-the-Job Training Program – Included in all federal-aid Department highway construction contracts.

• Special Provision, On-the-Job Training Program for Design-Build and Comprehensive Development Agreement Projects – Included in all Design-Build and Comprehensive Development Agreement contracts.

Nondiscrimination Statement

The Department, under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. *2000d-3), color, national origin, sex, age and disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

Nondiscrimination Authorities

The authorities applicable to the Department’s OJT program include:

Title VII of the Civil Rights Act (1964)

Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment and was passed to bring equality in hiring, transfers, promotions, compensation, access to training, and other employment-related decisions.

Form FHWA-1273

Contractors are required to have an OJT program. According to Form FHWA-1273, section II.6(b), Training and Promotion, consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance.

Title 49, Code of Federal Regulations, Part 21

Title 49, Code of Federal Regulations (CFR), Part 21 of the DOT Regulations of the implementation of Title VI require assurances from states that no person on grounds of race, color, or national origin is excluded from participation, denied the benefits of, or in any other way subjected to discrimination under any program or activity for which the recipient receives assistance from the DOT, including the FHWA.

Title 23 CFR 230

The provisions of 23 CFR 230 - are applicable to all state transportation agencies that receive federal financial assistance in connection with the Federal-aid Highway Program. Subpart A requires the establishment of the on-the-job training program and on-the-job training supportive services program.
PROGRAM GUIDELINES

The Department’s Civil Rights Division (CIV) is the office of primary responsibility for the administration of the OJT program. The Construction Division, the Project Finance, Debt and Strategic Contracts Division and Offices, Districts, and Area Offices will work closely with CIV to implement the OJT program through procedures and ongoing monitoring. The Federal OJT program targets women, minorities, and disadvantaged individuals for entry into journey-level positions to ensure that a competent workforce is available to meet highway construction hiring needs, and to address the historical under-representation of members of these groups in highway construction skilled crafts.

The program addresses the following considerations:

- Emphasis on the recruitment of trainees who are likely to become members of a contractor’s regular workforce upon completion of the program;
- Emphasis on training in skilled craft classifications; and
- Assisting contractors in meeting their EEO goals through training of women, minorities, and disadvantaged individuals.

Training Programs

The Federal OJT Program has been designed to ensure that the trainee consistently receives the level and quality of training necessary to perform as a journeyworker in his/her respective skilled trade classification. Standard training programs for each skilled construction trade classification were developed jointly by the Department, Associated General Contractors, construction industry representatives, and others.

The approved training programs are listed in Appendix B.

Each training program details the training curriculum that should be provided to the trainee and the number of hours in each classification code. The training curriculum serves as a general guideline. As contractors expect different things from their employees, it is the contractor’s decision how to handle training and when to graduate a trainee from the program. Keep in mind, however, that the hours listed are a maximum, and a trainee shall not be kept in the training program for longer than the maximum number of hours listed.

Another skilled or semi-skilled craft training program may be proposed for use in fulfilling a contractor’s OJT requirements, based on its company workforce needs. Approval or acceptance of a training program shall be obtained from the Department prior to commencing work on the classification covered by the program.

A written request detailing the reason for the proposed training program should be forwarded to CIV along with a copy of the training program.

It is the intention of 23 CFR Part 230 Appendix B of Subpart A that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the FHWA division office. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training. Apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau, or training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall be considered acceptable provided the program is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts.
CONTRACTOR RESPONSIBILITIES

A contractor’s responsibilities in implementing the training special provision include the following:

• Training may be provided by a subcontractor; however, program requirements are still the responsibility of the contractor who has been assigned the goal. Ensure the training special provision is included in each subcontract;
• The number of trainees shall be distributed among the work classifications on the basis of the contractor’s needs and the availability of journeyworkers in the various classifications within a reasonable area of recruitment which includes 1) the recruitment area defined by the contractor, 2) the counties where each of the projects are located, and 3) the area where most employees currently working on contractor projects reside;
• Periodically review the training and promotion potential of minorities, women, and disadvantaged employees and encourage eligible employees to apply for such training and promotion;
• Advise employees and applicants for employment of available training programs and entrance requirements for each;
• Furnish each trainee with a copy of their enrollment form, the program curriculum, and training progress reports reflecting the total training hours accumulated;
• Submit the required reporting forms in a timely manner to ensure goal credit; to Area office for verification and signature.
• Upon graduation, provide each trainee with a certificate showing the type and length of training satisfactorily completed; and
• If a trainee is terminated, make a good faith effort to replace the trainee within 30 calendar days of the termination. The replacement trainee need not be enrolled in the same training classification code as the terminated trainee.

Reimbursement

Except as otherwise noted below, the contractor, upon request, will be reimbursed 80 cents per hour upon completion of training given an employee in accordance with an approved training program:

• Reimbursement is not allowed for any trainee enrolled in the Federal OJT Program that is training on an American Recovery and Reinvestment Act of 2009 (ARRA) project.
• Reimbursement is not allowed if either the failure to provide the required training or the failure to hire the trainee as a journeyworker is caused by the contractor.
• Reimbursement is not allowed if the contractor evidences a lack of good faith effort in meeting the requirements of the Training Special Provision, which includes maintenance of records and submittal of reports documenting program performance.
• Reimbursement is not allowed for training on projects that do not contain federal funds.

Records

The contractor shall retain the original training records for a period of three years following completion of the contract work. Such records shall be available at reasonable times and places for inspection by authorized representatives of the Department and the FHWA.

Compliance

The contractor has a fundamental role and responsibility to take all reasonable and necessary steps to ensure that the terms and conditions of its contract are fully met. This includes, but is not limited to, its employment policy. The contractor is responsible for having in place and implementing an equal opportunity policy that ensures equal access to employment and training.

Under 23 CFR 230 and 23 USC 140, the Department has the authority to conduct contractor compliance reviews of contractors to ensure compliance with the equal employment opportunity contract provisions and the implementation of special requirements for the provision of on-the-job training (23 CFR 230.111). A Contractor’s failure to comply with the requirements of this Special Provision will constitute a material breach of this Contract.
The Contractor will have fulfilled the contractual responsibilities by having provided acceptable training to the number of trainees specified in their goal assignment. Noncompliance may be cause for corrective and appropriate measures pursuant to Article 8.7., “Abandonment of Work or Default of Contract,” which may be used to comply with the sanctions for noncompliance pursuant to 23 CFR Part 230.

Good Faith Effort
All necessary and reasonable steps to achieve the contract goal which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient OJT participation, even if not fully successful will be considered good faith effort. CIV shall determine good faith effort on a case-by-case basis using fair and reasonable judgment. Criteria used to determine good faith effort include, but are not limited to, the following:

- Timely submission of required monthly reporting
- Significant completion of the trainee’s maximum training hours;
- Reason for trainee termination;
- Contractor made reasonable effort to replace trainee using the services of available minority, women, and disadvantaged community organizations; faith based organizations; and the Texas Workforce Commission; and
- The state of the contractor’s work load.

Trainee Guidelines
The contractor shall make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. The contractor will be responsible for demonstrating the steps taken in pursuance thereof, prior to a determination as to whether the contractor is in compliance with the training special provision. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not. The prospective trainee must express interest in entering the OJT Program, as well as exhibit sufficient commitment to complete the training. These criteria are captured on the Federal OJT Program Enrollment Form.

Trainee Selection
The proposed trainee must meet the following requirements:
- Has not completed a training course leading to journeyworker status for the proposed training classification;
- Has not worked as a journeyworker in the proposed classification;
- Does not have journeyworker experience in the proposed classification; and
- Is not enrolled in another training classification.

The above requirements may be satisfied by including appropriate questions in the employee application or by other suitable means.

Wage Rates
The trainee will be paid the appropriate Davis-Bacon wage rates or the prevailing wage rate for training crafts on Department projects.

The contractor shall compensate the trainee at least 60 percent of the appropriate minimum journeyworker’s rate specified in the contract for the first half of the training period; 75 percent for the third quarter; and 90 percent for the last quarter, respectively.
If the apprentices or trainees are enrolled in another program approved by the Department of Labor or other agency, such appropriate rates shall apply.

**GOAL CREDIT GUIDELINES**

The contractor will have fulfilled its responsibilities under the training special provision by having provided acceptable training to the number of trainees specified in their goal assignment.

**Goal Credit**

Credit will be counted for each trainee who has graduated from the program, pending Area Office and CIV review and verification.

To encourage placement in the more technical classifications, which include more than 2080 maximum training hours, two credits will be counted per trainee graduation in the classifications denoted by an asterisk (*) in Appendix B.

Credit will be counted toward the assigned goal if documentation is provided that a graduate from the Texas Construction Career Academy (TCCA) has been hired for employment. Should a graduate’s employment be terminated, credit will still be allowed if that employee was retained for at least 15 calendar days for a voluntary separation and at least 30 calendar days for all other separations. If the TCCA graduate is also enrolled as a trainee into the OJT program, an additional credit will be allowed when it is documented that the trainee has graduated from the program. Contractors will only receive TCCA credit for graduate’s initial employment with an eligible employer post TCCA academy. Goal credit is only received upon a TCCA graduate’s initial employment after graduation. (TCCA program information can be found in the Supportive Services section.)

Credit will not be counted when the contractor fails to provide acceptable training or evidences a lack of good faith effort in meeting the requirements of this program. (See Compliance).

**OJT PROGRAM AREAS**

CIV assigns contractor-based goals and separate, project-specific goals. In addition to the requirements outlined in the rest of this document, guidelines specific to each program below also apply.

**Contractor-Based Goals**

Each year, CIV sets an overall agency goal on the number of trainees to be enrolled for the calendar year based on the construction letting for the previous fiscal year. Contractors who have met the minimum totals awarded each year are notified of their annual goal by January 31.

The contractor-based program offers contractors the flexibility in selecting what projects they can place trainees on by removing project-specific based goals. Additional training requirements include:

- Training must commence on a federal-aid highway construction project which also must contain the applicable OJT special provision. If not, a change order must be generated; and
- Training may occur on Department construction, maintenance, and local-administered federal-aid projects, with approval of that local entity.
Goal Methodology
Each year, the ranges will be reviewed to maximize training potential. The formula for assigning annual goals is illustrated in the following table:

<table>
<thead>
<tr>
<th>Annual Estimated (Range) Totals</th>
<th>Trainees Required Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over $290,000,000.01</td>
<td>11</td>
</tr>
<tr>
<td>$260,000,000.01 to $290,000,000.00</td>
<td>10</td>
</tr>
<tr>
<td>$230,000,000.01 to $260,000,000.00</td>
<td>9</td>
</tr>
<tr>
<td>$200,000,000.01 to $230,000,000.00</td>
<td>8</td>
</tr>
<tr>
<td>$170,000,000.01 to $200,000,000.00</td>
<td>7</td>
</tr>
<tr>
<td>$140,000,000.01 to $170,000,000.00</td>
<td>6</td>
</tr>
<tr>
<td>$110,000,000.01 to $140,000,000.00</td>
<td>5</td>
</tr>
<tr>
<td>$80,000,000.01 to $110,000,000.00</td>
<td>4</td>
</tr>
<tr>
<td>$50,000,000.01 to $80,000,000.00</td>
<td>3</td>
</tr>
<tr>
<td>$20,000,000.00 to $50,000,000.00</td>
<td>2</td>
</tr>
</tbody>
</table>

Reporting Requirements
Within 60 days of annual notification, at least one trainee must be enrolled into the program. If a trainee has not been enrolled, then the contractor must submit the Contractor OJT Plan form to CIV that specifies how the contractor intends to satisfy its goal.

Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, the following information must be provided to CIV:

- An updated Contractor OJT Plan form;
- A listing of recruitment sources used for minority, women, and disadvantaged individuals, such as minority, women, and disadvantaged community organizations, faith based organizations, Texas Workforce Commission, associations, and recruitment area newspapers;
- A copy of the applicant log that shows name of the applicant, gender, race/ethnicity, and date of application; and
- The Metropolitan Statistical Area(s) or other statistical defined area used for outreach and recruitment where each of the contractor’s projects is located.
- The contractor must submit the Federal OJT Program Enrollment Form to CIV within seven business days of its intent to assign trainees to a project and the training classification to be utilized.

The contractor must report on the previous month’s OJT activity by submitting the Federal OJT Program Monthly Reporting Form to each applicable Area Office(s) where training occurred by the 10th of each month. A copy must also be submitted to CIV. If there are no hours worked during the month, zero hours should be reported. The certified payroll must reflect the trainee’s training classification and the actual number of hours training for that payroll period. Upon graduation or termination, include this information on the monthly report. Additionally, reimbursement may be requested utilizing this form.

If a trainee is transferred to another project, the contractor must notify both the Area Engineer on the previous project and the Area Engineer on the project the trainee is being transferred to in advance.

The contractor will utilize the appropriate forms as described herein to notify the Department of the termination of a trainee and the enrollment of a replacement trainee.

Copies of the Contractor OJT Plan form and the OJT reporting forms are located in Appendix C.
Banking Credit
In addition to the goal credit guidelines previously outlined, contractors assigned an annual goal have the opportunity to pursue additional OJT credits once the assigned goal has been met. This is referred to as “banking.” In the event the contractor has additional trainees that have graduated from the OJT program or that have been approved for good faith effort, the contractor may bank the additional credit(s) toward the following year’s goal. Contractors may also bank credits for the following year for graduates hired from TCCA academies (see section Goal Credit Guidelines for more information). However, if the contractor is not assigned an annual goal in the following year, goal credit will be lost.

Project-Specific Goals
CIV works with the Project Finance, Debt and Strategic Contracts Division in obtaining Design-Build (DB) and Comprehensive Development Agreement (CDA) project information to assign project-specific goals. The number of trainee positions will be specified in the training special provision included in the contract. CIV will notify the Developer 30 days before contract execution.

The project-based program ensures uniform and effective monitoring, reporting, and administration of the program. The DB/CDA projects may have longer construction periods and therefore may have more training opportunities. Additional training requirements include:
- Training must commence on the DB/CDA project which also must contain the applicable OJT special provision;
- Trainee shall begin training on the DB/CDA project after start of work; and
- Trainee shall remain on the DB/CDA project as long as training opportunities exist or until the training is completed.

Goal Methodology
DB/CDA projects are reviewed for their potential inclusion into the TxDOT Project-Specific OJT program in accordance with the guidelines set forth in 23 CFR§230.111:
1) Dollar value of the construction services contract;
2) Duration of the construction work activity;
3) Geographic location;
4) Availability of minorities, women, and disadvantaged for training;
5) The potential for effective training;
6) Type of work;
7) Total normal work force that the average proposer could be expected to use;
8) The need for additional journeymen in the area;
9) Recognition of the suggested minimum goal for the State; and
10) A satisfactory ratio of trainees to journeymen expected to be on the design-builder/developer’s work force during normal operations.

Once a project is selected, the DB/CDA project’s construction cost estimate is used to identify the number of trainees that will be assigned to that project. The formula for assigning project-specific goals is illustrated in the following table:

<table>
<thead>
<tr>
<th>CONSTRUCTION COST ESTIMATE</th>
<th>Trainees</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>$0</td>
<td>$9,999,999.99</td>
</tr>
<tr>
<td>$10,000,000</td>
<td>$19,999,999.99</td>
</tr>
<tr>
<td>$20,000,000</td>
<td>$39,999,999.99</td>
</tr>
<tr>
<td>$40,000,000</td>
<td>$59,999,999.99</td>
</tr>
<tr>
<td>$60,000,000</td>
<td>$79,999,999.99</td>
</tr>
<tr>
<td>$80,000,000</td>
<td>$99,999,999.99</td>
</tr>
<tr>
<td>$100,000,000</td>
<td>$119,999,999.99</td>
</tr>
</tbody>
</table>

Thereafter for each increment of $20 million, goal is increased by one trainee.
**Reporting Requirements**

At or before contract execution, the contractor must submit the Contractor OJT Plan form to CIV. The plan shall specify how the contractor intends to satisfy its goal.

Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, the following information must be provided to CIV:

- An updated Contractor OJT Plan form;
- A listing of recruitment sources used for minority, women, and disadvantaged individuals, such as minority, women, and disadvantaged community organizations, faith based organizations, Texas Workforce Commission, associations, and recruitment area newspapers;
- A copy of the applicant log that shows name of the applicant, gender, race/ethnicity, and date of application; and
- The Metropolitan Statistical Area(s) or other statistical defined area used for outreach and recruitment where the contractor’s project is located.

The contractor must submit the Federal OJT Program Enrollment Form to CIV within seven business days of its intent to assign trainees to the project and the training classification to be utilized.

The contractor must submit the Federal OJT Program Monthly Reporting Form to the applicable Area Office by the 10th of each month. A copy must also be submitted to CIV. If there are no hours worked during the month, zero hours should be reported. The certified payroll must reflect the trainee’s training classification and the actual number of hours training for that payroll period. Upon graduation or termination, include this information on the monthly report submitted. Additionally, reimbursement may be requested utilizing this form.

The contractor will utilize the appropriate forms as described herein to notify the Department of the termination of a trainee and the enrollment of a replacement trainee.

Copies of the Contractor OJT Plan form and the OJT reporting forms are located in Appendix C.

**DEPARTMENT RESPONSIBILITIES**

To ensure that the contractors’ trainee goals are complied with, the Department will monitor the contractor’s recruitment efforts, training, and hiring. This will be accomplished by a review of the OJT Program reporting forms.

**Monitoring Requirements**

CIV will send the contractor quarterly progress reports. These reports will outline how the contractor is progressing towards meeting the goal.

Upon receipt and approval of the Contractor OJT Plan form, CIV will continually monitor the planned start date to ensure training begins accordingly. Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, CIV will evaluate a contractor’s recruitment efforts to ensure the program requirements are being met.

Upon receipt of the Federal OJT Program Enrollment Form, CIV will either approve or deny the request and notify the contractor of the decision via email. If approved, CIV will also notify the applicable Area Office.

Each month, the contractor will submit the Federal OJT Program Monthly Reporting Form to the applicable Area Office(s). The monthly reports will contain sufficient data and narrative content to enable evaluation of both progress and problems encountered. Upon receipt of the monthly report, a designee in the applicable office must verify the training hours indicated on the form against the certified payroll and ensure the trainee is being paid accordingly. The certified payroll must reflect the trainee’s training
classification and the actual number of hours training for that payroll period. The form must be signed by the reviewer, retained in the project files and submitted to CIV.

Area Office personnel will conduct labor interviews and wage rate monitoring utilizing the Construction Division’s Labor Standards Review Form. At least one interview per trainee should be conducted during their training period to verify their training status and/or progress toward completing the training program. Copies of the completed forms must be forwarded to CIV.

For reimbursement, district personnel can either add a detail number during activation or by change order to pay the contractor. Reimbursement is allowed on multiple federal-aid contracts or if a project-specific goal, only on the DB/CDA project assigned the goal, as long as the total hours to be reimbursed have been verified through a review of the certified payrolls and accurately reflects the total hours of actual training. **The contractor will not be reimbursed if there was a lack of good faith effort on the part of the contractor in meeting the requirements of the program.** Additionally, reimbursement is not allowed for any trainee enrolled in the Federal OJT Program that is training on an ARRA project.

**Annual Report**

On an annual basis, the Department will submit to FHWA a report on the achievement of the Department’s annual training goal.

In the event the Department does not achieve the annual training goal, the Department will inform the FHWA in writing by January 31 indicating the specific reasons the goal was not achieved and the steps the Department took in their methodology to adjust future goals.

**SUPPORTIVE SERVICES** (Pursuant to 23 CFR Part 230.113(f)(1)(2))

The On-the-Job Training Supportive Services (OJT/SS) Program was established in Title 23 Code of Federal Regulations, Part 230 to supplement the OJT program and support state transportation agency training programs by providing services to highway construction contractors and assistance to highway construction trainees.

The primary objectives of the OJT/SS program are to increase the overall effectiveness of the State highway agencies’ approved training programs and to seek other ways to increase the training opportunities for women, minorities, and disadvantaged individuals.

**Texas Construction Career Academy**

The Texas Construction Career Academy (TCCA) program is a recruitment and pre-employment training program. The TCCA offers pre-employment sessions throughout the state designed to offer participants courses related to highway construction trades; industry recognized certifications in OSHA safety, flagger, and heavy equipment operation; and job resume preparation.

The key benefits of the TCCA are listed below:

- Provides contractors with a means to demonstrate good faith efforts in meeting EEO objectives by participating in the program;
- Assists contractors in filling positions in under-represented classifications;
- Recruits motivated individuals for contractor employment consideration;
- Provides participants with a true understanding of the construction work environment;
- Provides participants with transportation assistance; and
- Hosts job fairs where contractors and potential employees will be introduced.

Additional program and contact information can be found at [OJT Training and Supportive Services](#).
APPENDIX A

Federal On-the-Job Training Program Special Provision
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Special Provision to Item 000
On-the-Job Training Program

1. DESCRIPTION

The primary objective of this Special Provision is the training and advancement of minorities, women and economically disadvantaged persons toward journeyworker status. Accordingly, make every effort to enroll minority, women and economically disadvantaged persons to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and will not be used to discriminate against any applicant for training, whether or not he/she is a member of a minority group.

2. TRAINEE ASSIGNMENT

Training assignments are based on the past volume of state-let highway construction contracts awarded with the Department. Contractors meeting the selection criteria will be notified of their training assignment at the beginning of the reporting year by the Department’s Office of Civil Rights.

3. PROGRAM REQUIREMENTS

Fulfill all of the requirements of the On-the-Job Training Program including the maintenance of records and submittal of periodic reports documenting program performance. Trainees will be paid at least 60% of the appropriate minimum journeyworker's rate specified in the Contract for the first half of the training period, 75% for the third quarter, and 90% for the last quarter, respectively.

4. REIMBURSEMENT

If requested, Contractors may be reimbursed $0.80 per training hour at no additional cost to the Department. Training may occur on this project, all other Department contracts, or local-administered federal-aid projects with concurrence of the local government entity. However, reimbursement for training is not available on projects to the extent that such projects that do not contain federal funds.

5. COMPLIANCE

The Contractor will have fulfilled the contractual responsibilities by having provided acceptable training to the number of trainees specified in their goal assignment. Noncompliance may be cause for corrective and appropriate measures pursuant to Article 8.7., “Abandonment of Work or Default of Contract,” which may be used to comply with the sanctions for noncompliance pursuant to 23 CFR Part 230.
SPECIAL PROVISION

On-the-Job Training Program for
Design - Build and Comprehensive Development Agreement Projects

This training special provision is the Department’s implementation of 23 U.S.C. 140 (a). The primary objective of this provision is to train and upgrade minorities and women toward journey worker status. This training commitment is not intended and shall not be used to discriminate against any applicant for training, whether a member of a minority group or not.

By signing the Design-Build Contract, the DB Contractor certifies that it will meet the On-the-Job Training (OJT) goal as stated in the Special Provision or, if the OJT goal as stated in the Special Provision is not met, the DB Contractor will provide acceptable evidence of Good Faith Efforts to meet the OJT goal.

As part of the [design-builder/developer]'s equal employment opportunity affirmative action program, training shall be provided as follows:

1. The [design-builder/developer] shall ensure that on-the-job training aimed at developing full journey worker status in the type of trade or job classification involved is provided.

2. The Department has assigned a project-specific trainee goal in accordance with the following guidelines as set forth in 23 C.F.R.§230.111:
   11) Dollar value of the construction services contract;
   12) Duration of the construction work activity;
   13) Geographic location;
   14) Availability of minorities, women, and disadvantaged for training;
   15) The potential for effective training;
   16) Type of work;
   17) Total normal work force that the average proposer could be expected to use;
   18) The need for additional journeymen in the area;
   19) Recognition of the suggested minimum goal for the State; and
   20) A satisfactory ratio of trainees to journeymen expected to be on the [design -builder/developer]'s work force during normal operations.

<table>
<thead>
<tr>
<th>Construction Cost Estimate</th>
</tr>
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<tbody>
<tr>
<td>From</td>
</tr>
<tr>
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</tr>
<tr>
<td>$0</td>
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<td>$60,000,000</td>
</tr>
<tr>
<td>$80,000,000</td>
</tr>
<tr>
<td>$100,000,000</td>
</tr>
</tbody>
</table>

Thereafter for each increment of $20 million, goal is increased by one trainee

3. The OJT program trainee goal for this project is ____ trainees.

4. The [design-builder/developer] will have fulfilled its responsibilities under this provision when acceptable training has been provided to the number of trainees assigned to this project.
5. In the event that a [design-builder/developer] subcontracts a portion of the contract work, it shall determine if any of the trainees are to be trained by the subcontractor. The [design-builder/developer] should ensure that this training special provision is made applicable to such subcontract. However, the [design-builder/developer] shall retain the primary responsibility for meeting the training requirements imposed by this special provision.

6. The [design-builder/developer] shall make every effort to ensure minorities and women are enrolled and trained in the program. The [design-builder/developer] shall conduct systematic and direct recruitment through public and private sources likely to yield minority and women trainees to the extent that such persons are available within a reasonable area of recruitment.

7. It is the intention of this provision that training is to be provided in the construction crafts. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

8. The Department and the Federal Highway Administration (FHWA) shall approve a training program if it meets the equal employment opportunity obligations of the [design-builder/developer] and aims to train and upgrade employees to journey worker status.

9. The Department's OJT Program has been designed to ensure that the trainee consistently receives the level and quality of training necessary to perform as a journey worker in his/her respective skilled trade classification. Standard training programs for each skilled construction trade classification are located in the OJT program manual.

10. Apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau, or training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall also be considered acceptable provided the program is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts.

11. The number of trainees shall be distributed among the work classifications on the basis of the [design-builder/developer]'s needs and the availability of journey worker in the various classifications.

12. No employee shall be employed as a trainee in any classification in which he or she has successfully completed a training course leading to journey worker status or in which he or she has been employed as a journey worker. The [design-builder/developer] may satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used, the [design-builder/developer]'s records should document the findings in each case.

13. At or before contract execution, the [design-builder/developer] must submit the Contractor OJT Plan form to the Department's Civil Rights Division (CIV). The plan shall specify how the [design-builder/developer] intends to satisfy its goal by including the following information: the type of apprentice or training program, number of trainees, type of training, and length of training. This becomes Exhibit 5 of the DBA.

14. The trainee(s) shall begin training on the project after start of work and remain on the project as long as training opportunities exist or until the training is completed.

15. The trainees will be paid at minimum, 60 percent of the appropriate journey worker's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period. However, if the apprentices or
16. CIV must approve all proposed apprentices and trainees before training begins. The [design-builder/developer] must submit the Federal OJT Enrollment Form to SharePoint and CIV. CIV must approve the enrollment in order for training to be counted toward the project goal and be eligible for reimbursement. The [design-builder/developer] shall provide each trainee with a copy of the training program he or she will follow.

17. On a monthly basis, the [design-builder/developer] shall submit the Federal OJT Monthly Reporting Form to the District Representative and to CIV. The monthly reporting form will include the number of hours trained and training status. If a trainee is terminated, the [design-builder/developer] is required to make a good faith effort to replace the trainee within 30 calendar days of the termination.

18. The [design-builder/developer] shall provide each trainee with a certification showing the type and length of training satisfactorily completed.

19. If requested, the [design-builder/developer] may be reimbursed 80 cents per hour of training for each trainee working on this project and whose participation towards the OJT project goal has been approved.

This reimbursement will be made regardless of whether the [design-builder/developer] receives additional training program funds from other sources, provided such other program requirements do not specifically prohibit the [design-builder/developer] from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the [design-builder/developer] if the trainees are concurrently employed on a federal-aid project and when the [design-builder/developer]: contributes to the cost of the training, or provides the instruction to the trainee, or pays the trainee's wages during the offsite training period.

No payment shall be made to the [design-builder/developer] if either the failure to provide the required training or the failure to hire the trainee as a journeyman is caused by the [design-builder/developer] and evidences a lack of good faith on the part of the [design-builder/developer] in meeting the requirements of this Training Special Provision.

20. Compliance: The [design-builder/developer] shall maintain records and submit monthly reports documenting program performance by the 10th of each month. Noncompliance may be cause for corrective and appropriate measures pursuant to Section 8.8 “Termination,” which may be used to comply with the sanctions for noncompliance pursuant to 23 CFR Part 230.

21. Detailed program reporting requirements and procedures, reporting forms, and the list of approved training classifications are found in the OJT program manual, which can be obtained upon request by contacting CIV.
APPENDIX B

Overview of Training Programs
TRAINING CLASSIFICATIONS

One credit shall be counted for each trainee who graduates from the program.

Two goal credits shall be counted for each trainee who graduates from the more technical training classifications with more than 2080 maximum training hours. These training classifications are denoted by an asterisk (*).

<table>
<thead>
<tr>
<th>CODE</th>
<th>TRAINING CLASSIFICATION</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9106</td>
<td>Asphalt Raker</td>
<td>520</td>
</tr>
<tr>
<td>9112</td>
<td>Batching Plant Operator, Asphalt</td>
<td>720</td>
</tr>
<tr>
<td>9115</td>
<td>Batching Plant Operator, Concrete</td>
<td>720</td>
</tr>
<tr>
<td>9124</td>
<td>Concrete Finisher, Paving and Structures</td>
<td>1040</td>
</tr>
<tr>
<td>9139</td>
<td>Electrician*</td>
<td>4160</td>
</tr>
<tr>
<td>9143</td>
<td>Telecommunication Technician*</td>
<td>2080</td>
</tr>
<tr>
<td>9144</td>
<td>Communications Cable Installer</td>
<td>720</td>
</tr>
<tr>
<td>9145</td>
<td>Traffic Signal/Light Pole Worker*</td>
<td>4160</td>
</tr>
<tr>
<td>9151</td>
<td>Form Builder/Setter, Structures</td>
<td>1040</td>
</tr>
<tr>
<td>9160</td>
<td>Form Setter, Paving and Curb</td>
<td>720</td>
</tr>
<tr>
<td>9175</td>
<td>Laborer, Utility</td>
<td>520</td>
</tr>
<tr>
<td>9187</td>
<td>Mechanic</td>
<td>1440</td>
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<tr>
<td>9194</td>
<td>Servicer</td>
<td>520</td>
</tr>
<tr>
<td>9196</td>
<td>Painter, Structures</td>
<td>1040</td>
</tr>
<tr>
<td>9202</td>
<td>Piledriver</td>
<td>720</td>
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<tr>
<td>9205</td>
<td>Pipelayer</td>
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<tr>
<td>9214</td>
<td>Blaster</td>
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<tr>
<td>9300</td>
<td>Asphalt Distributor Operator</td>
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<td>9303</td>
<td>Asphalt Paving Machine Operator</td>
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<tr>
<td>9305</td>
<td>Broom or Sweeper Operator</td>
<td>320</td>
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<tr>
<td>9306</td>
<td>Crawler Tractor Operator</td>
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<tr>
<td>9315</td>
<td>Concrete Paving Curing, Float, Texturing Machine Operator</td>
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<td>9318</td>
<td>Concrete Pavement Finishing Machine Operator</td>
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<tr>
<td>9329</td>
<td>Joint Sealer</td>
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<td>9333</td>
<td>Concrete Saw Operator</td>
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<td>9339</td>
<td>Subgrade Trimmer</td>
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<tr>
<td>9341</td>
<td>Small Slipform Machine Operator</td>
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<tr>
<td>9342</td>
<td>Crane Operator, Lattice Boom 80 Tons or Less</td>
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<tr>
<td>9343</td>
<td>Crane Operator, Lattice Boom Over 80 Tons*</td>
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<tr>
<td>9344</td>
<td>Crane Operator, Hydraulic 80 Tons or Less</td>
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<td>9345</td>
<td>Crane Operator, Hydraulic Over 80 Tons</td>
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<td>9346</td>
<td>Loader/Backhoe Operator</td>
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<tr>
<td>9347</td>
<td>Excavator Operator, 50,000 Pounds or Less</td>
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<tr>
<td>CODE</td>
<td>TRAINING CLASSIFICATION</td>
<td>MAXIMUM HOURS</td>
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<tr>
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<td>------------------------------------------------------------------</td>
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<tr>
<td>9348</td>
<td>Excavator Operator, Over 50,000 Pounds</td>
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<tr>
<td>9351</td>
<td>Crusher or Screen Plant Operator</td>
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<tr>
<td>9360</td>
<td>Foundation Drill Operator, Crawler Mounted</td>
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<tr>
<td>9363</td>
<td>Foundation Drill Operator, Truck Mounted</td>
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<tr>
<td>9369</td>
<td>Front End Loader Operator, 3 CY or Less</td>
<td>520</td>
</tr>
<tr>
<td>9372</td>
<td>Front End Loader Operator, Over 3 CY</td>
<td>1040</td>
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<tr>
<td>9380</td>
<td>Milling Machine Operator</td>
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<tr>
<td>9384</td>
<td>Reclaimer/Pulverizer Operator</td>
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<tr>
<td>9390</td>
<td>Motor Grader Operator, Fine Grade*</td>
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<td>9393</td>
<td>Motor Grader Operator, Rough</td>
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<td>9396</td>
<td>Pavement Marking Machine Operator</td>
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<tr>
<td>9399</td>
<td>Concrete/Gunite Pump Operator</td>
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<tr>
<td>9402</td>
<td>Roller Operator, Asphalt</td>
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<tr>
<td>9405</td>
<td>Roller Operator, Other</td>
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<tr>
<td>9411</td>
<td>Scraper Operator</td>
<td>520</td>
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<tr>
<td>9413</td>
<td>Off Road Hauler</td>
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</tr>
<tr>
<td>9417</td>
<td>Self-Propelled Hammer Operator</td>
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<td>9428</td>
<td>Agricultural Tractor Operator</td>
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<td>9437</td>
<td>Trenching Machine Operator, Light</td>
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<td>9440</td>
<td>Trenching Machine Operator, Heavy</td>
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<td>9441</td>
<td>Tunneling Machine Operator, Heavy</td>
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<tr>
<td>9442</td>
<td>Tunneling Machine Operator, Light</td>
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<tr>
<td>9443</td>
<td>Percussion or Rotary Drill Operator</td>
<td>520</td>
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<tr>
<td>9444</td>
<td>Boring Machine Operator</td>
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<tr>
<td>9445</td>
<td>Directional Drilling Operator</td>
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<td>9446</td>
<td>Directional Drilling Locator</td>
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<td>9500</td>
<td>Reinforcing Steel Worker</td>
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<tr>
<td>9509</td>
<td>Structural Steel Worker</td>
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<td>9513</td>
<td>Sign Erector</td>
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<tr>
<td>9515</td>
<td>Spreader Box Operator</td>
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<td>9520</td>
<td>Work Zone Barricade Servicer</td>
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<tr>
<td>9600</td>
<td>Truck Driver, Single Axle</td>
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<td>9606</td>
<td>Truck Driver, Single or Tandem Axle Dump Truck</td>
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<tr>
<td>9607</td>
<td>Truck Driver, Tandem Axle Tractor with Semi Trailer</td>
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<tr>
<td>9609</td>
<td>Truck Driver Lowboy-Float</td>
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<td>9612</td>
<td>Truck Driver Transit-Mix</td>
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<tr>
<td>9615</td>
<td>Boom Truck Operator</td>
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</tr>
<tr>
<td>9705</td>
<td>Structural Steel Welder*</td>
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</tr>
<tr>
<td>9706</td>
<td>Welder</td>
<td>1040</td>
</tr>
<tr>
<td>9708</td>
<td>Slurry Seal or Micro-Surfacing Machine Operator</td>
<td>1040</td>
</tr>
</tbody>
</table>
ASPHALT RAKER – CODE 9106

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures .................................................................................................................. 10 hours
   B. Observation of placement of materials .................................................................................. 5 hours
   C. Perform duties of asphalt raker .............................................................................................. 35 hours

II. Care and Maintenance
   A. Safety procedures .................................................................................................................. 10 hours
   B. Routine fueling, lubricating and servicing ............................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................................................................. 10 hours
   B. Adjustment of screed to regulate width and depth of material ........................................... 35 hours
   C. Distribution of material ....................................................................................................... 380 hours

Total ............................................................................................................................................. 520 hours

* * *

BATCHING PLANT OPERATOR, ASPHALT - CODE 9112

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures .................................................................................................................. 10 hours
   B. Observation of equipment in operation .................................................................................. 35 hours
   C. Adjustment of scales, operation of controls and weighing .................................................. 50 hours

II. Care and Maintenance
   A. Safety procedures .................................................................................................................. 10 hours
   B. Routine cleaning, lubrication and servicing ............................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................................................................. 10 hours
   B. Operating controls and scales for measurement and discharge of asphaltic materials into trucks, or carriers ........................................................................................................... 570 hours

Total ............................................................................................................................................. 720 hours
BATCHING PLANT OPERATOR, CONCRETE – CODE 9115

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of equipment in operation............................. 35 hours
   C. Adjustment of scales, operation of controls and weighing.... 50 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine cleaning, lubrication and servicing....................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.................................................. 10 hours
   B. Operating controls and scales for measurement and
      discharge of concrete materials into trucks, carriers or mixer... 570 hours

Total ...................................................................................................... 720 hours

* * *

CONCRETE FINISHER, PAVING AND STRUCTURES – CODE 9124

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of use of machine in operation........................ 25 hours
   C. Starting and manipulating controls for moving equipment and
      attachments................................................................. 25 hours
   D. Observation of use of straight edges and steel trowels........... 25 hours
   E. Observation of forming a finishing of edges and joints........... 25 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine cleaning work area and materials, holding materials,
      tools and handling canvas belting or burlap strips................. 200 hours
   C. Routine fueling, lubricating and servicing............................ 35 hours

III. Operation of Equipment
   A. Safe operating procedures.................................................. 10 hours
   B. Basic operation of tools and machine .................................. 165 hours
   C. Use of straight edges, trowels, or floats.............................. 100 hours
   D. Forming and finishing edges, joints, curbs and gutters......... 200 hours
   E. Operation of finishing machine.......................................... 210 hours

Total .................................................................................................... 1040 hours
ELECTRICIAN* – CODE 9139

MAXIMUM TRAINING TIME: 104 WEEKS OR 4160 HOURS
*Two training credits will be counted for graduation in this classification

I. Orientation
   A. Safety procedures ................................................................................................................................. 10 hours
   B. Basic rules of National Electrical Code .......................................................................................... 100 hours
   C. Basic tools – their care and uses....................................................................................................... 100 hours

II. Technical Studies and Review
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Advance study of National Electrical Code ................................................................................... 100 hours
   C. Construction blueprints, reading and application ......................................................................... 200 hours

III. Applied Techniques of Electrical Construction
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Care and Maintenance of trade tools and equipment .................................................................. 100 hours
   C. Wire ways – types, uses and methods of installation ................................................................ 900 hours
   D. Circuit wiring ........................................................................................................................................ 800 hours
   E. Protective equipment – switches, panels, etc ................................................................................. 300 hours
   F. Feeders and services .......................................................................................................................... 300 hours
   G. Lighting fixtures and wall outlets ...................................................................................................... 250 hours
   H. Control wiring ....................................................................................................................................... 150 hours
   I. Testing of completed work ................................................................................................................ 100 hours
   J. Underground conduit and wire .......................................................................................................... 300 hours
   K. Installation of outside lighting, maintenance and repairs ............................................................... 430 hours

Total .................................................................................................................................................................... 4160 hours
TELECOMMUNICATION TECHNICIAN* – CODE 9143

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS
*Two training credits will be counted for graduation in this classification

I. Orientation
   A. Safety procedures ................................................................. 10 hours
   B. Theories and types of telecommunications systems................................. 40 hours
   C. Operation of specialized tools and equipment........................................ 40 hours
   D. Familiarization with standards and practices .......................................... 40 hours

II. Basic Design Familiarity
   A. Safety procedures ........................................................................... 10 hours
   B. Understanding and interpretation of specifications............................. 20 hours
   C. Blueprint or construction plans reading ............................................. 50 hours

III. Applied Techniques of Telecommunications Construction
   A. Safety procedures ........................................................................... 10 hours
   B. Care and maintenance of trade tools and equipment........................... 60 hours
   C. Handling and installation of copper cables ....................................... 300 hours
   D. Handling and installation of fiber cables .......................................... 400 hours
   E. Termination and testing of copper cables .......................................... 300 hours
   F. Termination and testing of fiber cables .............................................. 250 hours
   G. Installation and deployment of telecommunications equipment .......... 250 hours
   H. Operational testing and troubleshooting of systems.......................... 250 hours
   I. Documentation of tests and installations .......................................... 50 hours

Total ........................................................................................................ 2080 hours
COMMUNICATIONS CABLE INSTALLER – CODE 9144

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation
   A. Safety Procedures ................................................................................................................................. 10 hours
   B. Theories and types of Telecommunications systems........................................................................ 5 hours
   C. Operation of specialized tools and equipment................................................................................ 25 hours
   D. Familiarization with standards and practices.................................................................................. 25 hours

II. Basic Design Familiarity
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Understanding and interpretation of specifications............................................................................ 20 hours
   C. Blueprint or Construction Plans Reading............................................................................................. 45 hours

III. Applied Techniques of Cable Installation
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Care and maintenance of trade tools and equipment ........................................................................ 70 hours
   C. Handling and installation of copper cables....................................................................................... 100 hours
   D. Handling and installation of fiber cables............................................................................................. 200 hours
   E. Figure 8 techniques and long pulls..................................................................................................... 100 hours
   F. Handling and installation of innerduct............................................................................................... 100 hours

Total ...................................................................................................................................................................... 720 hours
TRAFFIC SIGNAL/LIGHT POLE WORKER* – CODE 9145

MAXIMUM TRAINING TIME: 104 WEEKS OR 4160 HOURS
*Two training credits will be counted for graduation in this classification

I. Orientation
   A. Safety procedures ................................................................. 10 hours
   B. Basic rules of National Electrical Code ................................. 100 hours
   C. Basic tools – their care and uses ........................................... 100 hours

II. Technical Studies and Review
   A. Safety procedures ................................................................. 10 hours
   B. Advance study of National Electrical Code ............................ 100 hours
   C. Construction blueprints, reading and application ................... 200 hours

III. Applied Techniques of Electrical Construction
   A. Safety procedures ................................................................. 10 hours
   B. Care and maintenance of trade tools and equipment ............... 100 hours
   C. Wire ways – types, uses and methods of installation ............... 900 hours
   D. Circuit wiring ........................................................................ 800 hours
   E. Protective equipment – switches, panels, etc ............................ 300 hours
   F. Feeders and services ............................................................. 300 hours
   G. Lighting fixtures and wall outlets ............................................ 250 hours
   H. Control wiring ....................................................................... 150 hours
   I. Testing of completed work .................................................... 130 hours
   J. Underground conduit and wire .............................................. 300 hours
   K. Installation of outside lighting, maintenance and repairs .......... 400 hours

Total ............................................................................................. 4160 hours
FORM BUILDER/SETTER, STRUCTURES – CODE 9151

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures ................................................................. 10 hours
   B. Materials and tools selection ................................................ 15 hours
   C. Placing forms, form stripping and setting of precast concrete .................................................. 20 hours

II. Applied techniques
   A. Safety procedures ................................................................. 10 hours
   B. Blueprint or construction plans reading and application ...................................................... 30 hours
   C. Basic form design ................................................................. 30 hours
   D. Formwork: pier, pile and cap formwork; decking formwork; endwall formwork; box culverts, inlets and headwall formwork, parapet and hand railing formwork .................................................. 225 hours
   E. Stripping and salvage of forms for reuse and cleaning work area ............................................ 30 hours

III. Actual Operation of Form Setting
   A. Safe operating procedures ................................................................. 10 hours
   B. Align forms. Drive stakes for braces and erect scaffolding ....................................................... 100 hours
   C. Observe and assist in setting precast concrete ................................................................. 25 hours
   D. Measure space between forms, fit together, line, plumb vertically, set to elevation .... 250 hours
   E. Check forms while concrete is being poured ................................................................. 285 hours

Total .................................................................................................................. 1040 hours

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FORM SETTER, PAVING AND CURB – CODE 9160

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures ................................................................. 10 hours
   B. Observation of setting grade line .................................................. 20 hours
   C. Observation of pulling, loading, hauling and placing forms ......................................................... 30 hours

II. Care and Maintenance
   A. Safety procedures ................................................................. 10 hours
   B. Routine cleaning of forms and care of air and hand tools ..................................................... 25 hours

III. Actual Operation of Form Setting
   A. Safe operating procedures ................................................................. 10 hours
   B. Set grade line ................................................................................. 70 hours
   C. Pull, load, haul and place forms ................................................................. 100 hours
   D. Set forms to finish grade, drive pins, set and check alignment, and spray forms .................................................. 375 hours
   E. Check forms while pouring concrete ............................................................. 70 hours

Total .................................................................................................................. 720 hours
LABOR, UTILITY – CODE 9175

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures .......................................................... 10 hours
   B. Observation of tools and machines ........................................ 20 hours

II. Care and Maintenance
   A. Safety procedures .......................................................... 10 hours
   B. Care of power and air tools .................................................. 15 hours
   C. Erosion control ................................................................. 20 hours
   D. Dewatering systems ............................................................ 20 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................. 10 hours
   B. Erect shoring and bracing ................................................... 75 hours
   C. Pipe installation ............................................................... 75 hours
   D. Equipment operator assistance: position machines,
      verify grades, signal operator to dumping positions ................. 115 hours
   E. Assist in placing and tying reinforcing steel ......................... 75 hours
   F. Unload and transport material ............................................... 75 hours

Total .................................................................................................................. 520 hours

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MECHANIC – CODE 9187

MAXIMUM TRAINING TIME: 36 WEEKS OR 1440 HOURS

I. Orientation and Observation
   A. Safety procedures .......................................................... 10 hours
   B. Cleaning, disassembling and inspection of engine parts ............ 40 hours
   C. Installation and adjustment of minor parts ............................. 50 hours

II. Care and Maintenance
   A. Safety procedures .......................................................... 10 hours
   B. Engine reconditioning ......................................................... 200 hours
   C. Clutch installation ............................................................. 50 hours
   D. Transmission reconditioning ................................................. 100 hours

III. Actual Repair of Equipment
   A. Safe operating procedures .................................................. 10 hours
   B. Electrical systems ............................................................ 200 hours
   C. Hydraulic systems ............................................................ 200 hours
   D. Final drive and track assemblies .......................................... 150 hours
   E. Welding and fabrication ..................................................... 100 hours
   F. General field maintenance ................................................ 320 hours

Total .................................................................................................................. 1440 hours
SERVICER – CODE 9194

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures ................................................................. 10 hours
   B. Observing fueling, greasing and cleaning filters ........................................ 40 hours
   C. Fuel and grease used for different types of equipment ................................ 40 hours

II. Actual Operation
   A. Safe operating procedures ................................................................. 10 hours
   B. Servicing all types of equipment .......................................................... 80 hours
   C. Installation and adjustment of minor parts ........................................ 80 hours
   D. General field maintenance and operation of service truck ....................... 260 hours

Total ........................................................................................................ 520 hours

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PAINTER, STRUCTURES – CODE 9196

(May also require SSPC QP 1 or QP 2 certification)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures ........................................................................ 10 hours
   B. Operate maintain and load equipment ................................................. 40 hours
   C. Product and work orientation ............................................................ 50 hours

II. Care and Maintenance
   A. Safety procedures ........................................................................ 10 hours
   B. Equipment maintenance and cleanup .................................................. 60 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ................................................................. 10 hours
   B. Brushing and rolling ....................................................................... 100 hours
   C. Material training ............................................................................ 50 hours
   D. Hazardous materials ...................................................................... 200 hours
   E. Sandblasting .................................................................................. 200 hours
   F. Spraying .......................................................................................... 310 hours

Total ........................................................................................................ 1040 hours
PILEDIVER – CODE 9202

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of machine in operation................................................................. 50 hours
   C. Starting and manipulating controls for moving equipment and attachments........... 45 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine fueling, lubricating and servicing......................................................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures................................................................. 10 hours
   B. Basic operation of crane or pile driving rig in hoisting and moving....................... 200 hours
   C. Placement of pile in preparation for driving...................................................... 140 hours
   D. Seating of pile hammer on pile in preparation for driving................................. 120 hours
   E. Driving of pile ......................................................................................... 100 hours

Total ................................................................................................................... 720 hours

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PIPELAYER - CODE 9205

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of spade operation and laying of pipe.............................................. 20 hours
   C. Study of various types of pipe and related materials........................................... 5 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Ditch preparation, handle materials and tools.................................................... 20 hours

III. Actual Handling of Pipe and Spade
   A. Safe operating procedures................................................................. 10 hours
   B. Ditch grading with compressed air driven or hand spade................................... 50 hours
   C. Handle materials, assist in lowering pipe......................................................... 50 hours
   D. Work with pipe layer in laying all types of pipe and duct. Adjust pipe to elevation insert spigot end of pipe into bell end of last laid pipe .................. 345 hours

Total ................................................................................................................... 520 hours
BLASTER – CODE 9214

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures .......................................................................................................................... 10 hours
   B. Observation of work of Powder man ............................................................................................. 50 hours
   C. Assist Powder man by carrying explosives, placing in holes, connecting lead wires ................... 45 hours

II. Applied Techniques of Powder man
   A. Safety procedures .......................................................................................................................... 15 hours
   B. Storage, transporting, placing and discharging of explosives .................................................. 330 hours

III. Actual Blasting Operations
   A. Safe operating procedures ............................................................................................................. 25 hours
   B. Use of detonators and explosives ................................................................................................. 100 hours
   C. Storage, movement and placing of explosives ............................................................................. 300 hours
   D. Placing wires, detonators and explosives, tamping and discharging ....................................... 165 hours

Total .......................................................................................................................................................... 1040 hours

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ASPHALT DISTRIBUTOR OPERATOR – CODE 9300

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures .......................................................................................................................... 10 hours
   B. Observation of vehicle in operation ................................................................................................... 35 hours
   C. Starting and manipulating valves and controls to distribute material and move equipment .......... 30 hours

II. Care and Maintenance
   A. Safety procedures .......................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing ..................................................................................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ............................................................................................................. 10 hours
   B. Regulates valves and levers to distribute oil or bituminous liquid for highway surfacing ................ 115 hours
   C. Operation of equipment ................................................................................................................. 795 hours

Total .......................................................................................................................................................... 1040 hours
ASPHALT PAVING MACHINE OPERATOR - CODE 9303

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures ................................................................................................................................. 10 hours
   B. Observation of machine in operations .................................................................................................. 35 hours
   C. Starting and manipulating controls for moving equipment and attachments .................................... 30 hours

II. Care and Maintenance
   A. Safety procedures ................................................................................................................................. 10 hours
   B. Routine fueling, lubricating and servicing .......................................................................................... 35 hours

III. Actual Operation of Equipment
   A. Safety operating procedures .................................................................................................................. 10 hours
   B. Observation of machine in operations ................................................................................................. 120 hours
   C. Operating of machine ......................................................................................................................... 790 hours

Total .................................................................................................................................................................... 1040 hours

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BROOM OR SWEEPER OPERATOR – CODE 9305

MAXIMUM TRAINING TIME: 8 WEEKS OR 320 HOURS

I. Orientation and Observation
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Observation of machine in operation ................................................................................................... 5 hours
   C. Starting and manipulating controls for moving equipment and attachments .................................... 10 hours

II. Care and Maintenance
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Routine fueling, lubricating and servicing .......................................................................................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................................................................................. 10 hours
   B. Proper start-up, proper engagement and position of broom and proper sweeping technique ............... 15 hours
   C. Removal and replacement of broom wafers ....................................................................................... 10 hours
   D. Operation of sweeper in cleaning of pavements ................................................................................. 215 hours

Total ...................................................................................................................................................................... 320 hours
CRAWLER TRACTOR OPERATOR - CODE 9306

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures ................................................................. 10 hours
   B. Observation of machine in operation .................................... 35 hours
   C. Starting and manipulating controls for moving equipment and attachments .................................. 30 hours

II. Care and Maintenance
   A. Safety procedures ................................................................. 10 hours
   B. Routine fueling, lubricating and servicing ............................ 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................... 10 hours
   B. Movement and stockpiling of material ................................. 150 hours
   C. Pushing and rough grading .................................................. 125 hours
   D. Clearing and grubbing .......................................................... 125 hours
   E. Finish grading ................................................................. 160 hours
   F. Special applications ............................................................... 30 hours

Total .......................................................................................................................... 720 hours

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CONCRETE PAVING CURING, FLOAT, TEXTURING MACHINE OPERATOR – CODE 9315

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures ................................................................. 10 hours
   B. Observation of machines in operation .................................... 35 hours
   C. Starting and manipulating controls for moving equipment and attachments .................................. 30 hours

II. Care and Maintenance
   A. Safety procedures ................................................................. 10 hours
   B. Routine fueling, lubricating and servicing ............................ 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................... 10 hours
   B. Operation of curing system .................................................. 120 hours
   C. Operation of machine ........................................................... 790 hours

Total .......................................................................................................................... 1040 hours
CONCRETE PAVEMENT FINISHING MACHINE OPERATOR - CODE 9318

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of machine in operation.................................... 35 hours
   C. Starting and manipulating controls for moving equipment and attachments......... 30 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine fueling, lubricating and servicing............................ 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures................................................... 10 hours
   B. Screed regulation indoctrination and operation...................... 120 hours
   C. Operation of machine......................................................... 790 hours

Total .................................................................................................... 1040 hours

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JOINT SEALER – CODE 9329

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation............................................................................. 10 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine cleaning and servicing.............................................. 35 hours

III. Actual Operation
   A. Safe operating procedures................................................... 10 hours
   B. Cleaning and sealing joints in concrete paving, sidewalks, driveways and approach slabs........................................... 445 hours

Total ...................................................................................................... 520 hours
CONCRETE SAW OPERATOR – CODE 9333

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures .......................................................................................................................... 10 hours
   B. Observation of machine in operation ........................................................................................... 35 hours

II. Care and Maintenance
   A. Safety procedures .......................................................................................................................... 10 hours
   B. Routine oiling, greasing, cleaning and servicing saw ................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ............................................................................................................ 10 hours
   B. Operation of saw ............................................................................................................................ 420 hours

Total .......................................................................................................................................................... 520 hours

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SUBGRADE TRIMMER – CODE 9339

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures .......................................................................................................................... 10 hours
   B. Observation of machine in operation ........................................................................................... 50 hours
   C. Use of paving forms or electronic controls .................................................................................. 40 hours
   D. Manipulation of hand and foot levers ........................................................................................... 40 hours

II. Care and Maintenance
   A. Safety procedures .......................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing ..................................................................................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ............................................................................................................ 10 hours
   B. Raising and lowering screed; regulating width of screed ............................................................ 100 hours
   C. Operation of machine ..................................................................................................................... 745 hours

Total ......................................................................................................................................................... 1040 hours
SMALL SLIPFORM MACHINE OPERATOR – CODE 9341

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of machine in operation.................................... 35 hours
   C. Starting and manipulating controls for moving equipment and attachments.............. 30 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine fueling, lubricating and servicing............................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.................................................. 10 hours
   B. Screed regulation indoctrination and operation.................... 120 hours
   C. Operation of machine.......................................................... 470 hours

Total ............................................................................................. 720 hours

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CRANE OPERATOR, LATTICE BOOM 80 TONS OR LESS - CODE 9342

(May also require crane operator certification)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of machine in operation.................................... 50 hours
   C. Starting and manipulating controls for moving equipment and attachments.............. 40 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine fueling, lubricating and servicing............................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.................................................. 50 hours
   B. Loading and unloading materials......................................... 110 hours
   C. Hoisting materials................................................................. 585 hours
   D. Placement of beams, pipe, girders, piles, rock riprap, etc........ 150 hours

Total ............................................................................................. 1040 hours
CRANE OPERATOR, LATTICE BOOM OVER 80 TONS* – CODE 9343

(May also require crane operator certification)

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS
*Two training credits will be counted for graduation in this classification

I. Orientation and Observation
   A. Safety procedures.......................................................................................................................... 10 hours
   B. Observation of machine in operation............................................................................................ 50 hours
   C. Starting and manipulating controls for moving equipment and attachments....................... 40 hours

II. Care and Maintenance
   A. Safety procedures.......................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing.................................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures........................................................................................................... 100 hours
   B. Loading and unloading materials ............................................................................................... 150 hours
   C. Hoisting materials ....................................................................................................................... 800 hours
   D. Placement of beams, pipe, girders, piles, rock riprap, etc......................................................... 885 hours

Total ................................................................................................................................................... 2080 hours

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CRANE OPERATOR, HYDRAULIC 80 TONS OR LESS – CODE 9344

(May also require crane operator certification)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures.......................................................................................................................... 10 hours
   B. Observation of machine in operation............................................................................................ 50 hours
   C. Starting and manipulating controls for moving equipment and attachments....................... 40 hours

II. Care and Maintenance
   A. Safety procedures.......................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing.................................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures........................................................................................................... 50 hours
   B. Loading and unloading materials ............................................................................................... 110 hours
   C. Hoisting materials ....................................................................................................................... 280 hours
   D. Placement of beams, pipe, girders, piles, etc............................................................................. 455 hours

Total ................................................................................................................................................... 1040 hours
CRANE OPERATOR, HYDRAULIC OVER 80 TONS – CODE 9345
(May also require crane operator certification)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of machine in operation............................... 50 hours
   C. Starting and manipulating controls for moving equipment and attachments .............. 40 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine fueling, lubricating and servicing.......................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures..................................................... 50 hours
   B. Loading and unloading materials...................................... 110 hours
   C. Hoisting materials............................................................... 280 hours
   D. Placement of beams, pipe, girders, piles, etc...................... 455 hours

   Total ........................................................................................................... 1040 hours

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LOADER/BACKHOE OPERATOR – CODE 9346

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of machine in operation............................... 50 hours
   C. Starting and manipulating controls for moving equipment and attachments .............. 45 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine fueling, lubricating and servicing.......................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures..................................................... 10 hours
   B. Trenching operations (for Pipe laying, etc.)..................... 500 hours
   C. Excavation (for structures, footings, etc.).......................... 380 hours

   Total ........................................................................................................... 1040 hours
EXCAVATOR OPERATOR, 50,000 POUNDS OR LESS – CODE 9347

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of machine in operation................................ 25 hours
   C. Starting and manipulating controls for moving equipment and attachments......... 25 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine fueling, lubricating and servicing............................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.................................................. 10 hours
   B. Excavation for footings and removal of unsuitable materials............. 250 hours
   C. Loading materials................................................................. 100 hours
   D. Trenching for pipe, etc.......................................................... 165 hours
   E. Placement of pipe, precast concrete structures, etc...................... 90 hours

Total .............................................................................................................. 720 hours

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EXCAVATOR OPERATOR, OVER 50,000 POUNDS – CODE 9348

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of machine in operation................................ 50 hours
   C. Starting and manipulating controls for moving equipment and attachments......... 40 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine fueling, lubricating and servicing............................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.................................................. 10 hours
   B. Excavation for footings and removal of unsuitable materials............. 250 hours
   C. Loading materials................................................................. 190 hours
   D. Trenching for pipe, etc.......................................................... 255 hours
   E. Placement of pipe, precast concrete structures, etc...................... 190 hours

Total .............................................................................................................. 1040 hours
CRUSHER OR SCREEN PLANT OPERATOR – CODE 9351

**MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS**

I. **Orientation and Observation**
   A. Safety procedures ...................................................................................................................... 10 hours
   B. Observation of machine in operation .......................................................................................... 35 hours
   C. Starting of crusher operating conveyors ....................................................................................... 30 hours

II. **Care and Maintenance**
   A. Safety procedures ...................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing ..................................................................................... 35 hours

III. **Actual Operation of Equipment**
   A. Safe operating procedures ......................................................................................................... 10 hours
   B. Operation of conveyors and crusher operations ....................................................................... 120 hours
   C. Operation of crusher .................................................................................................................. 790 hours

Total ...................................................................................................................................................... 1040 hours

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FOUNDATION DRILL OPERATOR, CRAWLER MOUNTED – CODE 9360

**MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS**

I. **Orientation and Observation**
   A. Safety procedures ...................................................................................................................... 10 hours
   B. Observation of machine in operation .......................................................................................... 35 hours
   C. Starting and manipulating controls for moving equipment and attachments ............................ 30 hours

II. **Care and Maintenance**
   A. Safety procedures ...................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing ..................................................................................... 35 hours

III. **Actual Operation of Equipment**
   A. Safe operating procedures ......................................................................................................... 10 hours
   B. Small hole drilling ....................................................................................................................... 300 hours
   C. Large hole drilling ....................................................................................................................... 300 hours
   D. Casing operation ......................................................................................................................... 110 hours
   E. General operating ......................................................................................................................... 200 hours

Total ...................................................................................................................................................... 1040 hours
FOUNDATION DRILL OPERATOR, TRUCK MOUNTED – CODE 9363

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures ......................................................................................................................... 10 hours
   B. Observation of machine in operation ............................................................................................ 35 hours
   C. Starting and manipulating controls for moving equipment and attachments ....................... 30 hours

II. Care and Maintenance
   A. Safety procedures ......................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing .................................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ........................................................................................................... 10 hours
   B. Small hole drilling ......................................................................................................................... 300 hours
   C. Large hole drilling ......................................................................................................................... 300 hours
   D. Casing operation ............................................................................................................................ 110 hours
   E. General operating ............................................................................................................................ 200 hours

Total .................................................................................................................................................. 1040 hours

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FRONT END LOADER, 3 CY OR LESS – CODE 9369

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures ......................................................................................................................... 10 hours
   B. Observation of machine in operation ............................................................................................ 20 hours
   C. Starting and manipulating controls for moving equipment and attachments ....................... 15 hours

II. Care and Maintenance
   A. Safety procedures ......................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing .................................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ........................................................................................................... 10 hours
   B. Loading materials .......................................................................................................................... 235 hours
   C. Excavation ...................................................................................................................................... 150 hours
   D. Special applications ....................................................................................................................... 35 hours

Total .................................................................................................................................................. 520 hours
FRONT END LOADER, OVER 3 CY – CODE 9372

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures ......................................................................................................................... 10 hours
   B. Observation of machine in operation ............................................................................................... 20 hours
   C. Starting and manipulating controls for moving equipment and attachments ............................. 15 hours

II. Care and Maintenance
   A. Safety procedures ......................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing ........................................................................................ 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ............................................................................................................... 10 hours
   B. Loading materials ............................................................................................................................ 400 hours
   C. Excavation ...................................................................................................................................... 250 hours
   D. Charge hoppers with materials on asphalt and concrete plants ............................................... 270 hours
   E. Special applications .............................................................................................................................. 20 hours

Total .......................................................................................................................................................... 1040 hours

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MILLING MACHINE OPERATOR – CODE 9380

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures ......................................................................................................................... 10 hours
   B. Observation of machine in operation ............................................................................................... 35 hours

II. Care and Maintenance
   A. Safety procedures ......................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing ........................................................................................ 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ............................................................................................................... 10 hours
   B. Planing roadbed .............................................................................................................................. 700 hours
   C. Discharging material into hauling unit ............................................................................................ 240 hours

Total .......................................................................................................................................................... 1040 hours
RECLAIMER/PULVERIZER OPERATOR – CODE 9384

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures ......................................................... 10 hours
   B. Observation of machine in operation ........................... 35 hours

II. Care and Maintenance
   A. Safety procedures ......................................................... 10 hours
   B. Routine fueling, lubricating and servicing .................. 35 hours

III. Actual Operation of Machine
   A. Safe operating procedures .............................................. 10 hours
   B. Pulverizing road bed .................................................... 520 hours
   C. Mixing materials .......................................................... 100 hours

Total ...................................................................................... 720 hours

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MOTOR GRADER OPERATOR, FINE GRADE* – CODE 9390

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS

*Two training credits will be counted for graduation in this classification

I. Orientation and Observation
   A. Safety procedures ......................................................... 10 hours
   B. Observation of machine in operation ........................... 100 hours
   C. Starting and manipulating controls for moving equipment and attachments ............. 95 hours

II. Care and Maintenance
   A. Safety procedures ......................................................... 10 hours
   B. Routine fueling, lubricating and servicing .................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .............................................. 10 hours
   B. Scraping and leveling dirt on roadway .......................... 305 hours
   C. Spreading and mixing materials on roadway .............. 295 hours
   D. Shaping and blading subgrades ................................. 275 hours
   E. Balancing and rough shaping base course materials ...... 275 hours
   F. Fine grading and dressing of shoulders and slopes ....... 670 hours

Total ...................................................................................... 2080 hours
MOTOR GRADER OPERATOR, ROUGH – CODE 9393

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures .................................................................................................................. 10 hours
   B. Observation of machine in operation ...................................................................................... 100 hours
   C. Starting and manipulating controls for moving equipment and attachments ......................... 95 hours

II. Care and Maintenance
   A. Safety procedures .................................................................................................................. 10 hours
   B. Routine fueling, lubricating and servicing ............................................................................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................................................................. 10 hours
   B. Scraping and leveling dirt on roadway .................................................................................. 220 hours
   C. Spreading and mixing materials on roadway ........................................................................ 200 hours
   D. Shaping and blading subgrades ............................................................................................ 180 hours
   E. Balancing and rough shaping base course materials .......................................................... 180 hours

Total .............................................................................................................................................. 1040 hours

* * *

PAVEMENT MARKING MACHINE OPERATOR – CODE 9396

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures .................................................................................................................. 10 hours
   B. Observation of machine in operation ...................................................................................... 35 hours

II. Care and Maintenance
   A. Safety procedures .................................................................................................................. 10 hours
   B. Routine fueling, lubricating and servicing ............................................................................... 35 hours

III. Actual Operation of Machine
   A. Safe operating procedures .................................................................................................. 10 hours
   B. Laying stripes and markers .................................................................................................. 520 hours
   C. Loading machine with appropriate materials ....................................................................... 100 hours

Total .............................................................................................................................................. 720 hours
CONCRETE/GUNITE PUMP OPERATOR – CODE 9399

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of machine in operation..................................... 35 hours
   C. Introduction to pumping fresh concrete, gunite and grout........ 100 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine fueling, lubricating and servicing............................ 35 hours

III. Actual Operation of Machine
   A. Safe operating procedures................................................... 10 hours
   B. Operation of pumping machine........................................... 520 hours

Total ........................................................................................................ 720 hours

* * *

ROLLER OPERATOR, ASPHALT - CODE 9402

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures................................................................. 10 hours
   B. Observation of machine in operation..................................... 35 hours

II. Care and Maintenance
   A. Safety procedures................................................................. 10 hours
   B. Routine fueling, lubricating and servicing............................ 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures................................................... 10 hours
   B. Roll base course to desired compaction............................... 440 hours
   C. Roll asphalt surfaces to desired compaction and smoothness and assure proper sealing of joints........ 500 hours

Total ........................................................................................................ 1040 hours
ROLLER OPERATOR, OTHER – CODE 9405

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures.......................................................... 10 hours
   B. Observation of machine in operation................................. 35 hours

II. Care and Maintenance
   A. Safety procedures.......................................................... 10 hours
   B. Routine fueling, lubricating and servicing.......................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.............................................. 10 hours
   B. Roll base course to desired compaction.......................... 210 hours
   C. Roll embankment to desired compaction......................... 210 hours

Total .......................................................................................... 520 hours

* * *

SCRAPER OPERATOR – CODE 9411

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures.......................................................... 10 hours
   B. Observation of machine in operation................................. 20 hours
   C. Starting and manipulating controls for moving equipment and attachments........... 15 hours

II. Care and Maintenance
   A. Safety procedures.......................................................... 10 hours
   B. Routine fueling, lubricating and servicing.......................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.............................................. 10 hours
   B. Loading and transporting materials.................................... 150 hours
   C. Spreading material.......................................................... 150 hours
   D. Rough roadway grading.................................................. 70 hours
   E. Compaction of embankment............................................. 50 hours

Total .......................................................................................... 520 hours
OFF ROAD HAULER – CODE 9413

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures ......................................................... 10 hours
   B. Observation of machine in operation ............................ 35 hours

II. Care and Maintenance
   A. Safety procedures ......................................................... 10 hours
   B. Routine fueling, lubricating and servicing ..................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .............................................. 10 hours
   B. Loading and transporting materials .............................. 350 hours
   C. Operation of off-road water tanker .............................. 70 hours

Total .................................................................................. 520 hours

* * *

SELF-PROPELLED HAMMER OPERATOR – CODE 9417

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures ......................................................... 10 hours
   B. Observation of machine in operation ............................ 35 hours

II. Care and Maintenance
   A. Safety procedures ......................................................... 10 hours
   B. Routine fueling, lubricating and servicing ..................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .............................................. 10 hours
   B. Breaking concrete, asphalt and other materials .............. 350 hours
   C. Other related tasks ...................................................... 70 hours

Total .................................................................................. 520 hours
AGRICULTURAL TRACTOR OPERATOR – CODE 9428

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures ....................................................................................................................... 10 hours
   B. Observation of machine in operation ......................................................................................... 30 hours
   C. Starting and manipulating controls for moving equipment and attachments ..................... 25 hours

II. Care and Maintenance
   A. Safety procedures ....................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing ................................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ......................................................................................................... 10 hours
   B. Pulling compaction implements ............................................................................................... 200 hours
   C. Pull graders for dressing operations .......................................................................................... 200 hours

Total ................................................................................................................................................... 520 hours

* * *

TRENCHING MACHINE OPERATOR, LIGHT – CODE 9437

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures ....................................................................................................................... 10 hours
   B. Observation of machine in operation ......................................................................................... 30 hours
   C. Starting and manipulating controls for moving equipment and attachments ..................... 25 hours

II. Care and Maintenance
   A. Safety procedures ....................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing ................................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ......................................................................................................... 10 hours
   B. Excavation for footing and removal of unsuitable materials .................................................. 100 hours
   C. Trenching for pipe, etc. .............................................................................................................. 300 hours

Total ................................................................................................................................................... 520 hours
TRENCHING MACHINE OPERATOR, HEAVY – CODE 9440

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures.......................................................................................................................... 10 hours
   B. Observation of machine in operation.......................................................................................... 30 hours
   C. Starting and manipulating controls for moving equipment and attachments....................... 25 hours

II. Care and Maintenance
   A. Safety procedures.......................................................................................................................... 10 hours
   B. Routine fueling, lubricating and servicing.................................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures......................................................................................................... 10 hours
   B. Excavation for footing and removal of unsuitable materials..................................................... 320 hours
   C. Trenching for pipe, etc............................................................................................................... 600 hours

Total .......................................................................................................................................................... 1040 hours

* * *

TUNNELING MACHINE OPERATOR, HEAVY – CODE 9441

MAXIMUM TRAINING TIME: 39 WEEKS OR 1560 HOURS

I. Orientation and Observation
   A. Safety procedures.......................................................................................................................... 10 hours
   B. Elementary surveying of tunnel alignment and grade............................................................... 60 hours
   C. General tunneling procedures and operation ............................................................................ 200 hours

II. Care and Maintenance
   A. Safety procedures.......................................................................................................................... 10 hours
   B. Routine lubricating and servicing............................................................................................... 35 hours
   C. Electrical connections, motors, and switches.......................................................................... 40 hours
   D. Hydraulic components, use and maintenance ........................................................................ 40 hours
   E. Spoil haulage equipment and track installation, use and maintenance................................. 40 hours

III. Actual Operation of Equipment
   A. Safe operating procedures......................................................................................................... 10 hours
   B. Soft ground tunneling............................................................................................................... 225 hours
   C. Ground stabilization.................................................................................................................. 150 hours
   D. Rock tunneling.......................................................................................................................... 240 hours
   E. Direct pipe jacking...................................................................................................................... 240 hours
   F. Two pass tunneling..................................................................................................................... 240 hours
   G. Grouting ....................................................................................................................................... 20 hours

Total .......................................................................................................................................................... 1560 hours
TUNNELING MACHINE OPERATOR, LIGHT – CODE 9442

**MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS**

I. Orientation and Observation
   A. Safety procedures .................................................................................................................. 10 hours
   B. Elementary surveying of tunnel alignment and grade .................................................. 40 hours
   C. General boring procedures and operation ................................................................. 150 hours

II. Care and Maintenance
   A. Safety procedures .............................................................................................................. 10 hours
   B. Routine lubricating and servicing .................................................................................. 35 hours
   C. Hydraulic components, use and maintenance .......................................................... 40 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ......................................................................................... 10 hours
   B. Soft ground tunneling .................................................................................................. 225 hours
   C. Rock tunneling .................................................................................................................. 200 hours

Total ........................................................................................................................................... 720 hours

* * *

PERCUSSION OR ROTARY DRILL OPERATOR – CODE 9443

**MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS**

I. Orientation and Observation
   A. Safety procedures .............................................................................................................. 10 hours
   B. General drilling procedures and operation ............................................................... 65 hours

II. Care and Maintenance
   A. Safety procedures .............................................................................................................. 10 hours
   B. Routine fueling, lubricating and servicing ................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ......................................................................................... 10 hours
   B. Small hole drilling ........................................................................................................ 195 hours
   C. Large hole drilling ........................................................................................................ 195 hours

Total ........................................................................................................................................... 520 hours
BORING MACHINE OPERATOR – CODE 9444

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures ................................................................................................................................. 10 hours
   B. Elementary surveying of tunnel alignment and grade ................................................................. 40 hours
   C. General boring procedures and operation .............................................................................. 150 hours

II. Care and Maintenance
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Routine lubricating and servicing ......................................................................................................... 35 hours
   C. Hydraulic components, use and maintenance ................................................................................... 40 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................................................................................. 10 hours
   B. Soft Ground tunneling ......................................................................................................................... 225 hours
   C. Rock tunneling ....................................................................................................................................... 200 hours

Total ...................................................................................................................................................................... 720 hours

* * *

DIRECTIONAL DRILLING OPERATOR – CODE 9445

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures .................................................................................................................................. 10 hours
   B. General drilling procedures and operation ...................................................................................... 65 hours
   C. Identification of steering head tools ................................................................................................... 65 hours
   D. Controlling drill speed and direction .................................................................................................. 65 hours
   E. Pullback of pipe ...................................................................................................................................... 65 hours

II. Care and Maintenance
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Drilling fluid characteristics ................................................................................................................... 65 hours
   C. Routine fueling, lubricating and servicing .......................................................................................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................................................................................. 10 hours
   B. Operation of directional drilling machine ...................................................................................... 650 hours

Total .................................................................................................................................................................... 1040 hours
DIRECTIONAL DRILLING LOCATOR – CODE 9446

**MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS**

I. Orientation and Observation
   A. Safety procedures .................................................................................................................. 10 hours
   B. General locating equipment operation .................................................................................. 55 hours

II. Care and Maintenance
   A. Safety procedures .................................................................................................................. 10 hours
   B. Routine fueling, lubricating and servicing ............................................................................. 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................................................................. 10 hours
   B. Machine setup ..................................................................................................................... 200 hours
   C. Operation of locating equipment ......................................................................................... 400 hours

Total ............................................................................................................................................... 720 hours

* * *

REINFORCING STEEL WORKER – CODE 9500

**MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS**

I. Orientation and Observation
   A. Safety procedures .................................................................................................................. 10 hours
   B. Observation of steel being set and welding of rods ................................................................. 15 hours

II. Care and Maintenance
   A. Safety procedures .................................................................................................................. 10 hours
   B. Steel bar placement ................................................................................................................ 50 hours

III. Actual Steel Setting
   A. Safety procedures .................................................................................................................. 10 hours
   B. Rod placement and fastening ................................................................................................ 300 hours
   C. Rod cutting and welding ....................................................................................................... 175 hours
   D. Fabrication of reinforcement assembly ................................................................................. 150 hours

Total ............................................................................................................................................... 720 hours
STRUCTURAL STEEL WORKER – CODE 9509

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Observation of steel worker ................................................................................................................ 20 hours

II. Care and Maintenance
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Tool review .............................................................................................................................................. 10 hours

III. Operating with Steel Workers
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Raise and place fabricated structural steel ................................................................................... 150 hours
   C. Emphasis on girders, plates and columns ........................................................................................ 100 hours
   D. Fasten steel members together by welding or bolting .................................................................... 400 hours
   E. Signal erection crane, rig equipment ............................................................................................... 330 hours

Total .................................................................................................................................................................... 1040 hours

* * *

SIGN ERECTOR – CODE 9513

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Safe Use of Tools and Equipment
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Power and hand tools ............................................................................................................................ 20 hours
   C. Special fittings and hardware ............................................................................................................. 10 hours
   D. Specifications or design for concrete mixer ...................................................................................... 20 hours

II. Basic Design Familiarity
   A. Blueprint or Construction Plans Reading ............................................................................................. 50 hours

III. Applied Techniques of Sign Erection
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Preparation of layout for signs ............................................................................................................ 30 hours
   C. Cuts, ties and sets reinforcing steel for footings ............................................................................... 25 hours
   D. Sets forms for, places concrete and sets anchor bolts .................................................................... 300 hours
   E. Erects wood or metal structures ........................................................................................................ 250 hours
   F. Places clamps, brackets or other required hardware on structures ............................................... 250 hours
   G. Stripping and Salvage of Forms for Re-use ....................................................................................... 65 hours

Total .................................................................................................................................................................... 1040 hours
SPREADER BOX OPERATOR – CODE 9515

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures.................................................................................................................................. 10 hours
   B. Observation of machine in operation........................................................................................................ 25 hours
   C. Starting, stopping and manipulating controls for moving equipment and attachments.......................... 20 hours

II. Care and Maintenance
   A. Safety procedures.................................................................................................................................. 10 hours
   B. Routine fueling, lubricating and servicing.......................................................................................... 35 hours

III. Actual Operation of Equipment
   A. Safety procedures.................................................................................................................................. 10 hours
   B. Selection and loading of materials..................................................................................................... 40 hours
   C. Spreading of stone or other granular materials........................................................................... 370 hours

Total ...................................................................................................................................................................... 520 hours

* * *

WORK ZONE BARRICADE SERVICER – CODE 9520

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures.................................................................................................................................. 10 hours
   B. Operation of traffic control truck........................................................................................................ 15 hours
   C. Traffic control device orientation ........................................................................................................ 25 hours

II. Care and Maintenance
   A. Safety procedures.................................................................................................................................. 10 hours
   B. Care and storage of equipment and materials ............................................................................... 35 hours

III. Traffic Control Operation
   A. Safety procedures.................................................................................................................................. 10 hours
   B. Fabrication of traffic control devices............................................................................................... 140 hours
   C. Erection and Maintenance of traffic control devices.................................................................... 395 hours
   D. Operation of traffic control truck........................................................................................................ 80 hours

Total ...................................................................................................................................................................... 720 hours
TRUCK DRIVER, SINGLE AXLE – CODE 9600
(May require CDL license for driving on highway)

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation
   A. Safety procedures ......................................................... 10 hours
   B. Observation (as a passenger) of vehicle in operation ....................... 50 hours
   C. Starting and manipulating vehicle .................................................. 40 hours

II. Care and Maintenance
   A. Safety procedures ......................................................... 10 hours
   B. Routine fueling, lubricating and servicing ........................................ 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ................................................... 10 hours
   B. Loading and unloading materials and operation of vehicle ............... 365 hours

Total ........................................................................................................... 520 hours

* * *

TRUCK DRIVER, SINGLE OR TANDEM AXLE DUMP TRUCK – CODE 9606
(May require CDL license for driving on highway)

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation
   A. Safety procedures ......................................................... 10 hours
   B. Observation (as a passenger) of vehicle in operation ....................... 50 hours
   C. Starting and manipulating vehicle .................................................. 40 hours

II. Care and Maintenance
   A. Safety procedures ......................................................... 10 hours
   B. Routine fueling, lubricating and servicing ........................................ 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ................................................... 10 hours
   B. Loading and unloading materials and operation of vehicle ............... 565 hours

Total ........................................................................................................... 720 hours
TRUCK DRIVER, TANDEM AXLE TRACTOR WITH SEMI TRAILER – CODE 9607
(May require CDL license for driving on highway)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures ................................................................. 10 hours
   B. Observation (as a passenger) of vehicle in operation ................. 50 hours
   C. Starting and manipulating vehicle ........................................... 40 hours

II. Care and Maintenance
   A. Safety procedures ................................................................. 10 hours
   B. Routine fueling, lubricating and servicing ................................ 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................... 10 hours
   B. Loading and unloading materials and operation of vehicle ........... 885 hours

Total ................................................................................................................. 1040 hours

* * *

TRUCK DRIVER LOWBOY-FLOAT – CODE 9609
(May require CDL license for on-highway use)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures ................................................................. 10 hours
   B. Observation (as a passenger) of vehicle in operation ................. 50 hours
   C. Starting and manipulating vehicle ........................................... 40 hours

II. Care and Maintenance
   A. Safety procedures ................................................................. 10 hours
   B. Routine fueling, lubricating and servicing ................................ 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................... 10 hours
   B. Loading and unloading materials and operation of vehicle ........... 500 hours
   C. Loading and unloading equipment .......................................... 385 hours

Total ................................................................................................................. 1040 hours
TRUCK DRIVER TRANSIT-MIX – CODE 9612
(May require CDL license for on-highway use)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
A. Safety procedures .................................................................................................................................. 10 hours
B. Observation (as a passenger) of vehicle in operation ................................................................. 50 hours
C. Starting and manipulating vehicle .................................................................................................. 40 hours

II. Care and Maintenance
A. Safety procedures .................................................................................................................................. 10 hours
B. Routine fueling, lubricating and servicing .......................................................................................... 35 hours

III. Actual Operation of Equipment
A. Safe operating procedures .................................................................................................................. 10 hours
B. Mixing materials ..................................................................................................................................... 20 hours
C. Loading materials at plant ................................................................................................................ 115 hours
D. Operation of vehicle .......................................................................................................................... 600 hours
E. Discharging materials ......................................................................................................................... 150 hours

Total .................................................................................................................................................................... 1040 hours

* * *

BOOM TRUCK OPERATOR – CODE 9615
(May require CDL license for on-highway use)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
A. Safety procedures .................................................................................................................................. 10 hours
B. Observation (as a passenger) of vehicle in operation ................................................................. 50 hours
C. Starting and manipulating vehicle .................................................................................................. 40 hours

II. Care and Maintenance
A. Safety procedures .................................................................................................................................. 10 hours
B. Routine fueling, lubricating and servicing .......................................................................................... 35 hours

III. Actual Operation of Equipment
A. Safe operating procedures .................................................................................................................. 10 hours
B. Loading and unloading materials ...................................................................................................... 410 hours
C. Hoisting materials ............................................................................................................................. 475 hours

Total .................................................................................................................................................................... 1040 hours
STRUCTURAL STEEL WELDER* – CODE 9705
(Requires certification by the American Welding Society)

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS
*Two training credits will be counted for graduation in this classification

I. Orientation and Observation
   A. Safety procedures ................................................................. 10 hours
   B. Welding equipment ............................................................... 20 hours
   C. Materials selection ............................................................... 20 hours
   D. Observation of welder ......................................................... 20 hours
   E. Observation of welding of permanent metal deck forms ....... 40 hours

II. Applied Techniques of Welding
   A. Safety procedures ................................................................. 10 hours
   B. Acetylene-cutting, brazing and welding ......................... 300 hours
   C. Electric-cutting and welding .............................................. 300 hours

III. Actual Welding Operations
   A. Safety procedures ................................................................. 10 hours
   B. Cut, lay out, fit and weld ...................................................... 700 hours
   C. Structural steel welding ...................................................... 650 hours

Total .................................................................................................... 2080 hours

* * *

WELDER – CODE 9706

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures ................................................................. 10 hours
   B. Welding equipment ............................................................... 20 hours
   C. Materials selection ............................................................... 20 hours
   D. Observation of welder ......................................................... 20 hours

II. Applied Techniques of Welding
   A. Safety procedures ................................................................. 10 hours
   B. Acetylene-cutting, brazing and welding ......................... 300 hours
   C. Electric-cutting and welding .............................................. 300 hours

III. Actual Welding Operations
   A. Safety procedures ................................................................. 10 hours
   B. Cut, lay out, fit and weld sheet metal, cast iron and other metal parts................. 350 hours

Total .................................................................................................... 1040 hours
SLURRY SEAL OR MICRO-SURFACING MACHINE OPERATOR – CODE 9708

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Observation of machine in operation ................................................................................................. 35 hours
   C. Starting and manipulating controls for moving equipment and attachments ......................... 30 hours

II. Care and Maintenance
   A. Safety procedures .................................................................................................................................. 10 hours
   B. Routine fueling, lubricating and servicing .......................................................................................... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures .................................................................................................................. 10 hours
   B. Screed regulation indoctrination and operation ........................................................................... 120 hours
   C. Operation of machine and leveling of materials .......................................................................... 790 hours

Total .................................................................................................................................................................... 1040 hours
APPENDIX C

Reporting Forms
Texas Department of Transportation
Contractor On-the-Job Training Plan

The training and upgrading of minorities and women toward journeyworker status is the primary objective of the training provision. Accordingly, the contractor shall make every effort to enroll minority and women trainees to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether members of a minority group or not.

For questions, contact the Texas Department of Transportation’s (TxDOT) Civil Rights Division at (512) 416-4700. Forward a signed copy to Civ_FederalPrograms@txdot.gov.

I. CONTRACTOR INFORMATION

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>Goal Assigned:</th>
</tr>
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<tbody>
<tr>
<td>Address:</td>
<td>City, State Zip:</td>
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<tr>
<td>Contractor Representative:</td>
<td>E-mail Address:</td>
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<tr>
<td>Phone Number:</td>
<td></td>
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</tbody>
</table>

Type of goal assigned:
- [ ] Annual Goal  
  If annual goal, year goal was assigned: [ ]
- [ ] Project-Specific Goal  
  If project-specific goal, project name: [ ]
  Project CCSJ: [ ]

II. TRAINING INFORMATION

<table>
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<th>Training Classification</th>
<th>Max Hours</th>
<th>Number of Trainees</th>
<th>Approximate Start Date</th>
<th>Approximate End Date</th>
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III. CONTRACTOR ACKNOWLEDGEMENT STATEMENT

I understand and will comply fully with the plans and specifications under which this training is being performed.

Signature: ___________________________  Date: ___________________________

IV. TxDOT USE ONLY

Print Name: ___________________________  Title: ___________________________

Signature: ___________________________  Date: ___________________________

Approved: [ ]  Disapproved: [ ]

Comments: ____________________________________________________________
FEDERAL ON-THE-JOB TRAINING PROGRAM
ENROLLMENT FORM

Enrollment for (select one): [ ] Annual Goal [ ] Project-Specific Goal

TRAINEE INFORMATION

Last name: [ ]
First name: [ ]
MI: [ ]
SSN (last 4 digits): [ ]

Address: [ ]
City, State Zip: [ ]
Phone: [ ]

Gender: [ ]
Race/Ethnicity: [ ]
If other, please specify: [ ]

New Hire/Upgrade: [ ]
If upgrade, current job classification: [ ]
Current wage: [ ]

The candidate expressed interest in the OJT Program by responding to:
If upgrade: [ ]
If new hire: [ ]
If other, please specify: [ ]

How did the candidate demonstrate the commitment and capability to complete the program? [ ]

TRAINING INFORMATION

Proposed training classification: [ ]
Max hours: [ ]
Training start wage: [ ]
Training start date: [ ]

If annual goal, training will begin on the Federal-aid project identified here:
Project CSJ: [ ]
Area Engineer: [ ]
District: [ ]
County: [ ]
Enrolled for goal year: [ ]

If project-specific goal, training will only occur on the DB/CDA project identified here:
Project name: [ ]
Project CCSJ: [ ]
Project Manager: [ ]
District: [ ]
SPO: [ ]

CONTRACTOR INFORMATION

Contractor: [ ]

Contact person: [ ]
Phone: [ ]

Address: [ ]
City, State Zip: [ ]
E-mail: [ ]

[ ] Contact/Help

______________________________
Traines Signature

______________________________
Contractor Representative Signature

Print Name

Print Name

Submit within 7 days to TxDOT’s Civil Rights Division (CIV) at CIV_FederalPrograms@txdot.gov. A signed copy must be maintained in the project files. Upon approval, CIV will furnish an enrollment confirmation letter to the contractor and the appropriate TxDOT office(s).

THIS IS AN EQUAL OPPORTUNITY PROGRAM
## FEDERAL ON THE JOB TRAINING PROGRAM
### MONTHLY REPORTING FORM

**Enrollment for (select one):**  [ ] Annual Goal  [ ] Project-Specific Goal

<table>
<thead>
<tr>
<th><strong>TRAINEE INFORMATION</strong></th>
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<tbody>
<tr>
<td>Last name:</td>
<td>First name:</td>
<td>SSN (last 4 digits):</td>
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<tr>
<td>Training classification:</td>
<td>Maximum hours:</td>
<td>Hourly wage rate:</td>
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<td>Contractor:</td>
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<th><strong>TRAINING INFORMATION</strong></th>
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<tr>
<td>Reporting month:</td>
<td>Total training hours prior to this month:</td>
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If project-specific goal, training will only occur on the DB/CDA project listed here:

**Project name:**

**Project CCSJ:**

**District:**

**Area Office:**

<table>
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<tr>
<th><strong>Payroll period (weekly)</strong></th>
<th><strong>CCSJ where trained (for annual goal)</strong></th>
<th><strong>District</strong></th>
<th><strong>Area Office</strong></th>
<th><strong>Training hours for payroll period</strong></th>
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**Total training hours for the reporting month:**

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<th><strong>Total training hours (current and previous months):</strong></th>
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<tbody>
<tr>
<td>Percentage of training completed:</td>
<td>6.00%</td>
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</table>

**Contractor representative**

**Contact phone**

**E-mail**

### TRAINEE STATUS

**Date of graduation:**  
**Date of termination/resignation:**

**Reason for trainee leaving program or additional comments:**

If reimbursement is requested, when training is complete, reimbursement will be made under the active Federal-aid contract identified here. District:  

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<tr>
<th><strong>TEXAS DEPARTMENT OF TRANSPORTATION USE ONLY</strong></th>
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<tbody>
<tr>
<td><strong>Date checked against payroll:</strong></td>
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<tr>
<td><strong>Reviewer name:</strong></td>
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<td><strong>Title:</strong></td>
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<tr>
<td><strong>Comments:</strong></td>
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</table>

Submit by the 10th of each month to the Area Office(s) where training occurred, reporting on the preceding month. Also forward a copy to TxDOT’s Civil Rights Division at CIV.FederalPrograms@txdot.gov.

**THIS IS AN EQUAL OPPORTUNITY PROGRAM**
LABOR STANDARDS REVIEW

Project CSJ: _______________ County: _______________ Date: __________

Employer: ____________________________________________________________

Employee Interview

Employee Name: ____________________________ Wage Rate: ________________

Job Classification: ___________________________ Wage Rate: ________________

Describe your work duties and tools used:

____________________________________________________________________

Work being performed (observed):

*Do you work over Overtime How paid?
40 hours per week? □ Yes □ No Wage Rate: ________________ (cash or check)

*Work on all projects (private, municipal, state or county) is counted for overtime.

Is any money deducted from your pay besides income and social security taxes?
□ Yes □ No If yes, explain:

____________________________________________________________________

Has employee seen posting of Are you paid If not, how
minimum wage rates? □ Yes □ No weekly? □ Yes □ No often? ________________

Are you currently enrolled in an apprenticeship or training program? □ Yes □ No
If so, has copy of training program been provided? □ Yes □ No

Interviewed by: ______________________________________________________

On-the-Job Training (if applicable)

When did you begin working for this company? Approximate Month/Year: ______

Job classification at hire: ______________________________________________

List previous job classification/craft with this company or other companies:

____________________________________________________________________

In which classification/craft training are you enrolled? ____________________

What is the name and title of your trainer? _______________________________
On-the-Job Training (continued)

Please explain the training you are receiving:

________________________________________________________________________

Have you received a copy of the Contractor OJT Enrollment Request Form that you signed?  
☐ Yes  ☐ No

Have you received a copy of the OJT Program curriculum?  ☐ Yes  ☐ No

Interviewer (Signature and Title) ________________________________ Date ________________

Payroll Review

Payroll Period: ____________________________ Classification: ____________________________

Minimum Hourly Rate: ____________________________ Rate Paid: ____________________________

*OJT Current Training Period (if applicable):

☐ First Half @ min. 60%  ☐ Third Quarter @ min. 75%  ☐ Last Quarter @ min. 90%  

*Trainee’s current training quarter. Minimum percentage of prevailing wage rate to be paid for the 
corresponding quarter.

If employee interview or payroll review indicates non-compliance, describe actions taken:

________________________________________________________________________

Supplemental Payrolls Submitted?  ☐ Yes  ☐ No

Reviewer (Signature and Title) ________________________________ Date ________________
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APPENDIX D

FEDERAL REGULATION

23 CFR PART 230
§ 230.111 Implementation of special requirements for the provision of on-the-job training.

(a) The State highway agency shall determine which Federal-aid highway construction contracts shall include the "Training Special Provisions" (appendix B) and the minimum number of trainees to be specified therein after giving appropriate consideration to the guidelines set forth in § 230.111(c). The "Training Special Provisions" shall supersedes section 7(b) of the Special Provisions (appendix A) entitled "Specific Equal Employment Opportunity Responsibilities." Minor wording revisions will be required to the "Training Special Provisions" in areas having "Hometown" or "Imposed Plan" requirements.

(b) The Washington Headquarters shall establish and publish annually suggested minimum training goals. These goals will be based on the Federal-aid apportioned amounts and the minority population. A State will have achieved its goal if the total number of training slots on selected Federal-aided highway construction contracts which have been awarded during each 12-month period equals or exceeds the State's suggested minimum annual goal. In the event a State highway agency does not attain its goal during a calendar year, the State highway agency at the end of the calendar year shall inform the Administrator of the reasons for its inability to meet the suggested minimum number of training slots and the steps to be taken to achieve the goal during the next calendar year. The information is to be submitted not later than 30 days from the end of the calendar year and should be factual, and should not only indicate the situations occurring during the year but show the project conditions at least through the coming year. The final determination will be made on what training goals are considered to be realistic based on the information submitted by a State.

(c) The following guidelines shall be utilized by the State highway agency in selecting projects and determining the number of trainees to be provided training therein:

1. Availability of minorities, women, and disadvantaged for training.

2. The potential for effective training.

3. Duration of the contract.

4. Dollar value of the contract.

5. Total normal work force that the average bidder could be expected to use.

6. Geographic location.

7. Type of work.

8. The need for additional journeymen in the area.

9. Recognition of the suggested minimum goal for the State.

10. A satisfactory ratio of trainees to journeymen expected to be on the contractor's work force during normal operations (considered to fall between 1:10 and 1:4).

(d) Training programs which are established shall be approved only if they meet the standards set forth in appendix B with regard to:

1. The primary objectives of training and upgrading minority group workers, women, and disadvantaged persons.

2. The development of full journeymen.

3. The minimum length and type of training.

4. The minimum length of training.

5. Trainees' certifications.

6. Keeping records and furnishing reports.

(e) Training programs considered by a State highway agency to meet the standards under this directive shall be submitted to the FHWA division Administrator with a recommendation for approval.

2. Employment pursuant to training programs approved by the FHWA division Administrator will be exempt from the minimum wage rate provisions of section 113 of title 23 U.S.C. Approval, however, shall not be given to training programs which provide for employment of trainees at wages less than those required by the Special Training Provisions. (Appendix B.)

(d) Apprenticeship programs approved by the U.S. Department of Labor as of the date of proposed use by a Federal-aid highway contractor or subcontractor need not be formally approved by the State highway agency or the FHWA division Administrator. Such programs, including their minimum wage provisions, are acceptable for use, provided they are administered
§ 230.113

in a manner reasonably calculated to meet the equal employment opportunity obligations of the contractor.

(2) Other training programs approved by the U.S. Department of Labor as of the date of proposed use by a Federal-aid highway contractor or subcontractor are also acceptable for use without the formal approval of the State highway agency or the division Administrator provided:

(1) The U.S. Department of Labor has clearly approved the program aspects relating to equal employment opportunity and the payment of trainee wage rates in lieu of prevailing wage rates.

(ii) They are reasonably calculated to qualify the average trainees for journeyman status in the classification concerned by the end of the training period.

(iii) They are administered in a manner calculated to meet the equal employment obligations of the contractors.

(g) The State highway agencies have the option of permitting Federal-aid highway construction contractors to bid on training to be given under this directive. The following procedures are to be utilized by those State highway agencies that elect to provide a bid item for training:

(1) The number of training positions shall continue to be specified in the Special Training Provisions. Furthermore, this number should be converted into an estimated number of hours of training which is to be used in arriving at the total bid price for the training item. Increases and decreases from the estimated amounts would be handled as overruns or underruns;

(2) A section concerning the method of payment should be included in the Special Training Provisions. 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;

(3) A State highway agency may modify the special provisions to specify the numbers to be trained in specific job classifications;

(4) A State highway agency can specify training standards provided any prospective bidder can use them, the training standards are made known in the advertised specifications, and such standards are found acceptable by FHWA.

[40 FR 28053, July 3, 1975; 40 FR 57358, Dec. 9, 1975, as amended at 41 FR 3080, Jan. 21, 1976]

§ 230.113 Implementation of supportive services.

(a) The State highway agency shall establish procedures, subject to the availability of funds under 23 U.S.C. 140(b), for the provision of supportive services in support of training programs approved under this directive. Funds made available to implement this paragraph shall not be used to finance the training of State highway agency employees or to provide services in support of such training. State highway agencies are not required to match funds allocated to them under this section.

(b) In determining the types of supportive services to be provided which will increase the effectiveness of approved training programs, State highway agencies shall give preference to the following types of services in the order listed:

(1) Services related to recruiting, counseling, transportation, physical examinations, remedial training, with special emphasis upon increasing training opportunities for members of minority groups and women;

(2) Services in connection with the administration of on-the-job training programs being sponsored by individual or groups of contractors and/or minority groups and women’s groups;

(3) Services designed to develop the capabilities of prospective trainees for undertaking on-the-job training;

(4) Services in connection with providing a continuation of training during periods of seasonal shutdown;
Federal Highway Administration, DOT § 230.115

(5) Followup services to ascertain outcome of training being provided.

(c) State highway agencies which desire to provide or obtain supportive services other than those listed above shall submit their proposals to the Federal Highway Administration for approval. The proposal, together with recommendations of the division and regional offices shall be submitted to the Administrator for appropriate action.

(d) When the State highway agency provides supportive services by contract, formal advertising is not required by the FHWA, however, the State highway agency shall solicit proposals from such qualified sources as will assure the competitive nature of the procurement. The evaluation of proposals by the State highway agency must include consideration of the proposer's ability to effect a productive relationship with contractors, unions (if appropriate), minority and women groups, minority and women trainees, and other persons or organizations whose cooperation and assistance will contribute to the successful performance of the contract work.

(e) In the selection of contractors to provide supportive services, State highway agencies shall make conscientious efforts to search out and utilize the services of qualified minority or women organizations, or minority or women business enterprises.

(f) As a minimum, State highway agency contracts to obtain supportive services shall include the following provisions:

(1) A statement that a primary purpose of the supportive services is to increase the effectiveness of approved on-the-job training programs, particularly their effectiveness in providing meaningful training opportunities for minorities, women, and the disadvantaged on Federal-aid highway projects;

(2) A clear and complete statement of the services to be provided under the contract, such as services to construction contractors, subcontractors, and trainees, for recruiting, counseling, remedial educational training, assistance in the acquisition of tools, special equipment and transportation, followup procedures, etc.;

(3) The nondiscrimination provisions required by Title VI of the Civil Rights Act of 1964 as set forth in FHWA Form PR-1273, and a statement of nondiscrimination in employment because of race, color, religion, national origin or sex;

(4) The establishment of a definite period of contract performance together with, if appropriate, a schedule stating when specific supportive services are to be provided;

(5) Reporting requirements pursuant to which the State highway agency will receive monthly or quarterly reports containing sufficient statistical data and narrative content to enable evaluation of both progress and problems;

(6) A requirement that the contractor keep track of trainees receiving training on Federal-aid highway construction projects for up to 6 months during periods when their training is interrupted. Such contracts shall also require the contractor to conduct a 6 month followup review of the employment status of each graduate who completes an on-the-job training program on a Federal-aid highway construction project subsequent to the effective date of the contract for supportive services.

(7) The basis of payment;

(8) An estimated schedule for expenditures;

(9) The right of access to contractor and subcontractor records and the right to audit shall be granted to authorize State highway agency and FHWA officials;

(10) Noncollusion certification;

(11) A requirement that the contractor provide all information necessary to support progress payments if such are provided for in the contract;

(12) A termination clause.

(g) The State highway agency is to furnish copies of the reports received under paragraph (b)(5) of this section, to the division office.

[40 FR 28053, July 3, 1975, as amended at 41 FR 3069, Jan. 21, 1976]

$230.115 Special contract requirements for “Hometown” or “Imposed” Plan areas.

Direct Federal and Federal-aid contracts to be performed in “Hometown”
or “Imposed” Plan areas will incorporate the special provision set forth in appendix G.

§230.117 Reimbursement procedures (Federal-aid highway construction projects only).

(a) On-the-job special training provisions. State highway agencies will be reimbursed on the same pro-rata basis as the construction costs of the Federal-aid project.

(b) Supportive services. (1) The State highway agency must keep a separate account of supportive services funds since they cannot be interchanged with regular Federal-aid funds. In addition, these funds may not be expended in a manner that would provide for duplicate payment of Federal or Federal-aid funds for the same service.

(2) Where a State highway agency does not obligate all of its funds within the time specified in the particular year’s allocation directive, the funds shall revert to the FHWA Headquarters Office to be made available for use by other State highway agencies, taking into consideration each State’s need for and ability to use such funds.

§230.119 Monitoring of supportive services.

Supportive services procured by a State highway agency shall be monitored by both the State highway agency and the division office.

§230.121 Reports.

(a) Employment reports on Federal-aid highway construction contracts not subject to “Hometown” or “Imposed” plan requirements.

(1) Paragraph 10c of the special provisions (appendix A) sets forth specific reporting requirements. FHWA Form PR-1391, Federal-Aid Highway Construction Contractors Annual EEO Report, (appendix C) and FHWA Form PR-1392, Federal-Aid Highway Construction Summary of Employment Data (including minority breakdown) for all Federal-Aid Highway Projects for month ending July 31st, 19—, (appendix D) are to be used to fulfill these reporting requirements.

(2) Form PR 1391 is to be completed by each contractor and each subcontractor subject to this part for every month of July during which work is performed, and submitted to the State highway agency. A separate report is to be completed for each covered contract or subcontract. The employment data entered should reflect the work force on board during all or any part of the last payroll period preceding the end of the month. The State highway agency is to forward a single copy of each report to the FHWA division office.

(3) Form PR 1392 is to be completed by the State highway agencies, summarizing the reports on PR 1391 for the month of July received from all active contractors and subcontractors. Three (3) copies of completed Forms PR 1392 are to be forwarded to the division office.

(b) Employment reports on direct Federal highway construction contracts not subject to “Hometown” or “Imposed” plan requirements. Forms PR 1391 (appendix C) and PR 1392 (appendix D) shall be used for reporting purposes as prescribed in §230.121(a).

(c) Employment reports on direct Federal and Federal-aid highway construction contracts subject to “Hometown” or “Imposed” plan requirements.

(1) Reporting requirements for direct Federal and Federal-aid highway construction projects located in areas where “Hometown” or “Imposed” plans are in effect shall be in accordance with those issued by the U.S. Department of Labor, Office of Federal Contract Compliance.

(2) In order that we may comply with the U.S. Senate Committee on Public Works’ request that the Federal Highway Administration submit a report annually on the status of the equal employment opportunity program, Form PR 1391 is to be completed annually by each contractor and each subcontractor holding contracts or subcontracts exceeding $10,000 except as otherwise provided for under 23 U.S.C. 117. The employment data entered should reflect the work force on board during all or any part of the last payroll period preceding the end of the month of July.

(d) [Reserved]

(e) Reports on supportive services contracts. The State highway agency is
to furnish copies of the reports received from supportive services contractors to the FHWA division office which will furnish a copy to the regional office.


APPENDIX A TO SUBPART A OF PART 230—SPECIAL PROVISIONS

SPECIFIC EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

1. General. a. Equal employment opportunity requirements not to discriminate and to take affirmative action to assure equal employment opportunity as required by Executive Order 11246 and Executive Order 11375 are set forth in Required Contract Provisions (Form FR-1273 or 1316, as appropriate) and these Special Provisions which are imposed pursuant to section 140 of title 23 U.S.C., as established by section 22 of the Federal-Aid Highway Act of 1968. The requirements set forth in these Special Provisions shall constitute the specific affirmative action requirements for project activities under this contract and supplement the equal employment opportunity requirements set forth in the Required Contract Provisions.

b. The contractor will work with the State highway agencies and the Federal Government in carrying out equal employment opportunity obligations and in their review of his/her activities under the contract.

c. The contractor and all his/her sub-contractors holding subcontracts not including material suppliers, of $10,000 or more, will comply with the following minimum specific requirement activities of equal employment opportunity: (The equal employment opportunity requirements of Executive Order 11246, as set forth in volume 6, chapter 4, section 1, subsection 1 of the Federal-Aid Highway Program Manual, are applicable to material suppliers as well as contractors and subcontractors.) The contractor will include these requirements in every subcontract of $10,000 or more with such modification of language as is necessary to make them binding on the subcontractor.

2. Equal Employment Opportunity Policy. The contractor will accept as its operating policy the following statement which is designed to further the provision of equal employment opportunity to all persons without regard to their race, color, religion, sex, or national origin, and to promote the full realization of equal employment opportunity through a positive continuing program:

It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, or national origin. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, preapprenticeship, and/or on-the-job training.

3. Equal Employment Opportunity Officer. The contractor will designate and make known to the State highway agency contracting officers and equal employment opportunity officer (hereinafter referred to as the EEO Officer) who will have the responsibility for and must be capable of effectively administering and promoting an active contractor program of equal employment opportunity and who must be assigned adequate authority and responsibility to do so.

4. Dissemination of Policy. a. All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, the contractor's equal employment opportunity policy and contractual responsibilities to provide equal employment opportunity in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

(1) Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's equal employment opportunity policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer or other knowledgeable company official.

(2) All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer or other knowledgeable company official, covering all major aspects of the contractor's equal employment opportunity obligations within thirty days following their reporting for duty with the contractor.

(3) All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer or appropriate company official in the contractor's procedures for locating and hiring minority group employees.

b. In order to make the contractor's equal employment opportunity policy known to all employees, prospective employees and potential sources of employees, i.e., schools, employment agencies, labor unions (where appropriate), college placement officers, etc., the contractor will take the following actions:

(1) Notices and posters setting forth the contractor's equal employment opportunity
policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

(2) The contractor's equal employment opportunity policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

5. Recruitment. a. When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be published in newspapers or other publications having a large circulation among minority groups in the area from which the project work force would normally be derived.

b. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minority group applicants, including, but not limited to, State employment agencies, schools, colleges and minority group organizations. To meet this requirement, the contractor will, through his EEO Officer, identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority group applicants may be referred to the contractor for employment consideration.

In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, he is expected to observe the provisions of that agreement to the extent that the system permits the contractor's compliance with equal employment opportunity contract provisions. (The U.S. Department of Labor has held that where implementation of such agreements leads to the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Executive Order 11246, as amended.)

c. The contractor will encourage his present employees to refer minority group applicants for employment by posting appropriate notices or bulletins in areas accessible to all such employees. In addition, information and procedures with regard to referring minority group applicants will be discussed with employees.

6. Personnel Actions. Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, or national origin. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints of alleged discrimination made to the contractor in connection with his obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of his avenues of appeal.

7. Training and Promotion. a. The contractor will assist in locating, qualifying, and increasing the skills of minority group and women employees, and applicants for employment.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training. In the event the Training Special Provision is provided under this contract, this subparagraph will be superseded as indicated in Attachment 2.

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of minority group and women employees and will encourage eligible employees to apply for such training and promotion.

8. Unions. If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use his best efforts to obtain the cooperation of such unions to increase opportunities for minority groups and women within the unions, and to effect referrals by such unions of minority and female employees. Actions by the contractor either directly or through a contractor's association acting as agent will include the procedures set forth below:
a. The contractor will use best efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minority group members and women for membership in the unions and increasing the skills of minority group employees and women so that they may qualify for higher paying employment.

b. The contractor will use best efforts to incorporate an equal employment opportunity clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to race, color, religion, sex, or national origin.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the State highway department and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of minority and women referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, or national origin; making full efforts to obtain qualified and/or qualifiable minority group persons and women. (The U.S. Department of Labor has held that it shall be no excuse that the union with which the contractor has a collective bargaining agreement providing for exclusive referral failed to refer minority employees.) In the event the union referral practices prevent the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the State highway agency.

9. Subcontracting. a. The contractor will use his best efforts to solicit bids from and to utilize minority group subcontractors or subcontracts with meaningful minority group and female representation among their employees. Contractors shall obtain lists of minority-owned construction firms from State highway agency personnel.

b. The contractor will use his best efforts to ensure subcontractor compliance with their equal employment opportunity obligations.

10. Records and Reports. a. The contractor will keep such records as are necessary to determine compliance with the contractor's equal employment opportunity obligations. The records kept by the contractor will be designed to indicate:

(1) The number of minority and non-minority group members and women employed in each work classification on the project.

(2) The progress and efforts being made in cooperation with unions to increase employment opportunities for minorities and women (applicable only to contractors who rely in whole or in part on unions as a source of their work force).

(3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minority and female employees,

(4) The progress and efforts being made in securing the services of minority group subcontractors or subcontracts with meaningful minority and female representation among their employees.

b. All such records must be retained for a period of three years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of the State highway agency and the Federal Highway Administration.

c. The contractors will submit an annual report to the State highway agency each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form FR 1391. If on-the-job training is being required by "Training Special Provision", the contractor will be required to furnish Form FHWA 1409.


APPENDIX B TO SUBPART A OF PART 230—TRAINING SPECIAL PROVISIONS

This Training Special Provision supersedes subparagraph 7b of the Special Provision entitled "Specific Equal Employment Opportunity Responsibilities" (Attachment D), and is in implementation of 28 U.S.C. 140(a). As part of the contractor's equal employment opportunity affirmative action program training shall be provided as follows:

The contractor shall provide on-the-job training aimed at developing full journeyman in the type of trade or job classification involved.

The number of trainees to be trained under the special provisions will be ______ (amount to be filled in by State highway department).

In the event that a contractor subcontract a portion of the contract work, he shall determine how many, if any, of the trainees are to be trained by the subcontractor, provided, however, that the contractor shall retain the primary responsibility for meeting the training requirements imposed by this special provision. The contractor shall also insure that this training
special provision is made applicable to such subcontract. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training.

The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment. Prior to commencing construction, the contractor shall submit to the State highway agency for approval the number of trainees to be trained in each selected classification and training program to be used. Furthermore, the contractor shall specify the starting time for training in each of the classifications. The contractor will be credited for each trainee employed by him on the contract work who is currently enrolled or becomes enrolled in an approved program and will be reimbursed for such trainees as provided hereinabove.

Training and upgrading of minorities and women toward journeymen status is a primary objective of this Training Special Provision. Accordingly, the contractor shall make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. The contractor will be responsible for demonstrating the steps that he has taken in pursuance thereof, prior to a determination as to whether the contractor is in compliance with this Training Special Provision. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.

No employee shall be employed as a trainee in any classification in which he has successfully completed a training course leading to journeymen status or in which he has been employed as a journeymen. The contractor should satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used the contractor's records should document the findings in each case.

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 State highway agency and the Federal Highway Administration. The State highway agency and the Federal Highway Administration shall approve a program if it is reasonably calculated to meet the equal employment opportunity obligations of the contractor and to qualify the average trainee for journeyman status in the classification concerned by the end of the training period. Furthermore, apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau and training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall also be considered acceptable provided it is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts. Approval or acceptance of a training program shall be obtained from the State prior to commencing work on the classification covered by the program. It is the intention of these provisions that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the division office. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

Except as otherwise noted below, the contractor will be reimbursed 80 cents per hour of training given an employee on this contract in accordance with an approved training program. As approved by the engineer, reimbursement will be made for training persons in excess of the number specified herein. This reimbursement will be made even though the contractor receives additional training program funds from other sources, provided such other does not specifically prohibit the contractor from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the contractor where does or for more of the following and the trainees are concurrently employed on a Federal-aid project: contributes to the cost of the training, provides the instruction to the trainee or pays the trainee's wages during the offsite training period.

No payment shall be made to the contractor if either the failure to provide the required training, or the failure to hire the trainee as a journeyman, is caused by the contractor and evidences a lack of good faith on the part of the contractor in meeting the requirements of this Training Special Provision. It is normally expected that a trainee will begin his training on the project as soon as feasible after start of work utilizing the skill involved and remain on the project as long as training opportunities exist in his work classification or until he has completed his training program. It is not required that all trainees be on board for the entire length
of the contract. A contractor will have fulfilled his responsibilities under this Training Special Provision if he has provided acceptable training to the number of trainees specified. The number trained shall be determined on the basis of the total number enrolled on the contract for a significant period.

Trainees will be paid at least 60 percent of the appropriate minimum journeyman’s rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this project. In that case, the appropriate rates approved by the Departments of Labor or Transportation in connection with the existing program shall apply to all trainees being trained for the same classification who are covered by this Training Special Provision.

The contractor shall furnish the trainee a copy of the program he will follow in providing the training. The contractor shall provide each trainee with a certification showing the type and length of training satisfactorily completed.

The contractor will provide for the maintenance of records and furnish periodic reports documenting his performance under this Training Special Provision.
