**OJT Construction Classifications**

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On-the-Job Training
Instruction Manual
AIR COMPRESSOR OPERATOR

Approximate training time: 13 Weeks or 520 Hours

**JOB DESCRIPTION**
An Air Compressor Operator (Bank of 3 or more) starts and stops air compressor, regulates valves that control the supply of air. Connects pipes leading from compressor to equipment. May oil, grease, service and make normal operating adjustment to equipment. May perform other related duties.

**WAGE STRUCTURE**
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Equipment in Operation .................................................. 20 Hours
   C. Starting, Stopping and Regulating Valves ............................................. 15 Hours

II. Care and Maintenance
   A. Safety Procedures ........................................................................ 5 Hours
   B. Routine Lubricating and Servicing ..................................................... 35 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures .......................................................... 5 Hours
   B. Connecting Pipes from Compressor to Equipment .......................... 50 Hours
   C. On-The-Job Operation .................................................................. 360 Hours
   D. Special Applications ..................................................................... 25 Hours

**Total** ........................................................................................................... 520 Hours

On-the-Job Training
Instruction Manual
ASPHALT DISTRIBUTOR OPERATOR  

Approximate training time: 26 Weeks or 1040 Hours

JOB DESCRIPTION
Sets spray bar and operates valves and levers at rear of truck to control distribution of oil or bituminous liquid for highway surfacing. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures .............................................................................................................................. 5 Hours
   B. Observation of Machine in Operation ..................................................................................................35 Hours
   C. Starting and Manipulating Valves and Levers to Distribute Material and Move Equipment ........................................30 Hours

II. Care and Maintenance
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Routine Fueling, Lubricating and Servicing ..................................................................................35 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures.................................................................................................................5 Hours
   B. Regulates Valves and Levers to Distribute Oil or Bituminous Liquid for Highway Surfacing ........................................120 Hours
   C. Operation of Equipment .................................................................................................................805 Hours

**Total** .....................................................................................................................................................1,040 Hours

On-the-Job Training
Instruction Manual
ASPHALT PAVING MACHINE OPERATOR  

Approximate training time: 26 Weeks or 1,040 Hours

**JOB DESCRIPTION**

Manipulates levers, electronic ski, stringline to control movements of paving machine that spreads and levels asphaltic concrete on subgrade of highway; regulates the height and width of screed and speed of machine in accordance with specifications. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**WAGE STRUCTURE**

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (%) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (%) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

I. Orientation and Observation
   A. Safety Procedures .............................................................................................................................. 5 Hours
   B. Observation of Machine in Operation ............................................................................................35 Hours
   C. Starting and Manipulating Levers for Operating Equipment and Attachments.........................30 Hours

II. Care and Maintenance
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Routine Fueling, Lubricating and Servicing ................................................................................150 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures .................................................................................................................5 Hours
   B. Automatic Screed Regulation Indoctrination and Servicing .......................................................120 Hours
   C. Operation of Machine .......................................................................................................................690 Hours

**Total** .....................................................................................................................................................1,040 Hours

On-the-Job Training

Instruction Manual
ASPHALT PLANT OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

**DOT NO. 570.682-014**

**JOB DESCRIPTION**

Operates asphalt plant to batch, crush or segregate materials used in construction: Operates controls to heat, dry and mix ingredients such as asphalt, sand, stone and naphtha to produce asphalt paving materials. Observes gauges, dials, and operations of machinery to ensure conformance to processing specifications. Must have knowledge of fueling, lubricating and servicing plant equipment. Performs other related duties.

**WAGE STRUCTURE**

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

I. Orientation and Observation
   A. Safety Procedures ............................................................................................................................ 10 Hours
   B. Observation of Machine in Operation ............................................................................................40 Hours
   C. Starting and Manipulating Levers for Operating
      Moving Equipment and Attachments ............................................................................................40 Hours

II. Care and Maintenance
   A. Safety Procedures ..............................................................................................................................10 Hours
   B. Routine Fueling, Lubricating and Servicing ................................................................................160 Hours
   C. Assists in Maintenance and Repair of Plant Equipment............................................................200 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures...............................................................................................................10 Hours
   B. Operation of Plant ...........................................................................................................................570 Hours

**Total .....................................................................................................................................................1,040 Hours**

On-the-Job Training

Instruction Manual
ASPHALT PLANT DRIER OPERATOR

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION
Operates an aggregate drying drum (a horizontal rotating iron cylinder) of a stationary asphalt plant. Starts fires (oil burners or coal) under drying drum. Controls heat applied to drum by regulating valves on oil burners or adjusting drafts of fires. Stops and starts aggregate loading conveyors and rotation of drum by manipulating hand levers. Ascertains by inspection that aggregates are flowing through drum properly.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.

2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.

3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.

4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ............................................................................................................................ 10 Hours
   B. Observation of Drier and Conveyors in Operation ...........................................................................20 Hours
   C. Starting Drier and Conveyors for Batching ...................................................................................20 Hours

II. Care and Maintenance
   A. Safety Procedures ..............................................................................................................................10 Hours
   B. Routine Lubrication, Adjusting, and Servicing.............................................................................80 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures ...............................................................................................................10 Hours
   B. Drier Regulation, Indoctrination and Operation ........................................................................100 Hours
   C. Conveyor Starting and Observation .............................................................................................100 Hours
   B. Operation of Drier ...........................................................................................................................370 Hours

Total ........................................................................................................................................................720 Hours

On-the-Job Training
Instruction Manual
ASPHALT RAKER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION
Distributes asphaltic road-building materials evenly over road surface by raking and brushing material to correct thickness; may control screed to regulate width and depth of materials; directs ASPHALT SHOVELERS when to add or take away material to fill low spots or to reduce high spots. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Placement of Material ........................................ 5 Hours
   C. Perform Duties of Asphalt Shoveler ....................................... 35 Hours

II. Care and Maintenance
   A. Safety Procedures ................................................................. 5 Hours
   B. Routine Fueling, Lubricating and Servicing .............................. 35 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures ................................................... 5 Hours
   B. Adjustment of Screed to Regulate Width and Depth of Material ......................................................... 35 Hours
   C. Distribution of Material .......................................................... 395 Hours

Total ............................................................................................................ 520 Hours

On-the-Job Training
Instruction Manual
ASPHALT ROLLER OPERATOR

DOT NO. 859.683-030

Approximate training time: 15 Weeks or 600 Hours

JOB DESCRIPTION

Drives heavy rolling machine to compact earth fills, subgrades, flexible base and bituminous surface to grade specifications preparatory to construction of highways, streets, and runways. Moves levers, depresses pedals, turns hand wheels, and pushes throttle to control and guide machine. Drives machine in successive overlapping passes over surface to be compacted. Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.

2. After Completion of One Half (%) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.

3. After Completion of Three Fourths (%) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.

4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures .............................................................................................................................. 5 Hours
   B. Observation of Machine in Operation ............................................................................................35 Hours

II. Care and Maintenance
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Routine Fueling, Lubricating and Servicing..................................................................................25 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures.................................................................................................................5 Hours
   B. Rolls Asphalt Surfaces to Desired Compaction and Smoothness and Assures Proper Sealing of Joints ..............................................................525 Hours

Total ........................................................................................................................................................600 Hours

On-the-Job Training

Instruction Manual
AUTOMATIC SUBGRADER OPERATOR

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION
May operate tractor drawn grader to cut and smooth subgrade on street and highway paving projects. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):
1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (%) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (%) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Machine in Operation ................................................. 35 Hours
   C. Starting, Stopping and Manipulating Levers for Moving Equipment and Attachments, Including Electronic Controls ........................................... 150 Hours

II. Care and Maintenance
   A. Safety Procedures ................................................................. 15 Hours
   B. Routine Fueling, Lubricating and Servicing ........................................... 40 Hours
   C. Adjustment of Controls ............................................................. 50 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures ...................................................... 20 Hours
   B. Cutting and Furnishing Fine Subgrade Through Manual and Automatic Template Setting ................................................................. 405 Hours
   **Total** ........................................................................................................... 720 Hours
**BACKHOE OPERATOR**

Approximate training time: 26 Weeks or 1,040 Hours

**JOB DESCRIPTION**

Operates Backhoe to perform excavation and related work. Machine may be either rubber-tired or track type. Equipment may be used for other miscellaneous tasks. May oil, grease, or otherwise service machine. Performs other related duties.

**WAGE STRUCTURE**

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Machine in Operation .................................................. 50 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments .......... 45 Hours

II. Care and Maintenance
   A. Safety Procedures ............................................................................................... 5 Hours
   B. Routine Fueling, Lubricating and Servicing ........................................................... 195 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures .................................................................................. 5 Hours
   B. Trenching Operations (For Pipelaying, etc.) .......................................................... 300 Hours
   C. Excavation (For Structures, Footings, etc.) .......................................................... 300 Hours
   D. Special Applications and Functions ...................................................................... 135 Hours

**Total** ...........................................................................................................1,040 Hours

On-the-Job Training

Instruction Manual
BATCHING PLANT OPERATOR

Approximate training time: 13 Weeks or 520 Hours

**JOB DESCRIPTION**

(Mixer Box Operator): Operates a stationary or portable batching scale that weighs out concrete materials or asphaltic materials. Adjusts scales for required weighs of materials. Operates controls that admit materials separately from storage hoppers to weighing bins. Observes scales or indicators that show when proper amount of materials have been made. Discharges material from weighing bins into truck or other carrier or mixer. He may measure materials by volume instead of weight. Performs other related duties.

**WAGE STRUCTURE**

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Equipment in Operation ................................................................. 35 Hours
   C. Adjusting of Scales, Operation of Controls and Weighing ................................. 50 Hours

II. Care and Maintenance
   A. Safety Procedures ................................................................. 5 Hours
   B. Routine Cleaning, Lubricating and Servicing ......................................................... 75 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures ................................................................. 10 Hours
   B. Operating Controls and Scales for Measurement and Discharge of
      Concrete or Asphaltic Materials into Trucks, Carriers, or Mixer ...................... 340 Hours

**Total** .......................................................................................................................... 520 Hours

On-the-Job Training

Instruction Manual
BULLDOZER OPERATOR

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

Operates a large tractor with a concave steel blade or push block mounted in front of the chassis. Equipment is used to level, distribute and push earth. This work is subject to strict inspection and must conform closely to specifications. This equipment may be used as a pusher to load earth carrying equipment. At times a ripper attachment is used for ripping the earth prior to loading the scraper. Regulates height to blade or push block from ground. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract for this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures .................................................................................................................... 5 Hours
   B. Observation of Machine in Operation .................................................................................... 35 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments......................... 30 Hours

II. Care and Maintenance
   A. Safety Procedures ................................................................................................................. 5 Hours
   B. Routine Fueling, Lubricating and Servicing......................................................................... 35 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures.................................................................................................... 5 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 .................................................................................................................... 175 Hours
   F. Special Application ............................................................................................................. 30 Hours

   Total ...................................................................................................................................... 720 Hours

On-the-Job Training

Instruction Manual
CONCRETE PAVING MACHINE OPERATOR  DOT NO. 853.663-014

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION
Operates paving machine. Charges, mixes and discharges concrete. Apportions water and times mixing cycle. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):
1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
   A. Safety Procedures .......................................................... 5 Hours
   B. Observation of Machine in Operation .................................................... 35 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments.............. 30 Hours
II. Care and Maintenance
   A. Safety Procedures .............................................................................. 5 Hours
   B. Routine Fueling, Lubricating and Servicing........................................... 150 Hours
III. Actual Operation of Equipment
   A. Safe Operating Procedures................................................................. 5 Hours
   B. Regulate Equipment to Mix and Discharge Concrete, Apportion Water and Time Mixer Cycle............................................................. 120 Hours
   B. Operation of Machine ....................................................................... 690 Hours
Total ........................................................................................................ 1,040 Hours

On-the-Job Training
Instruction Manual
CONCRETE PAVING FINISHING

MACHINE OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

Operates self-propelled machine which travels on concrete paving forms and levels fresh concrete to approximate grade and contour by pushing and pulling two (2) screeds over the surface. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures .......................................................................................................................... 5 Hours
   B. Observation of Machine in Operation .......................................................................................... 35 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments.......................... 30 Hours

II. Care and Maintenance
   A. Safety Procedures .......................................................................................................................... 5 Hours
   B. Routine Fueling, Lubricating and Servicing .................................................................................. 150 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures ............................................................................................................. 5 Hours
   B. Screed Regulation Indoctrination and Operation ............................................................................. 120 Hours
   B. Operation of Machine .................................................................................................................... 690 Hours

Total ..................................................................................................................................................... 1,040 Hours

On-the-Job Training
Instruction Manual
CONCRETE PAVING JOINT
MACHINE OPERATOR
DOT NO. 853.663-018

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION
Operates a machine which cuts grooves for expansion and contraction joints in freshly poured concrete pavement. When cutting expansion joints, places strips of material such as cork, asphalt or steel in joints, or places roll of expansion-joint material on machine that automatically inserts material into joints. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
   A. Safety Procedures .............................................................................................................................. 5 Hours
   B. Observation of Machine in Operation ......................................................................................... 20 Hours
   C. Starting, Stopping and Manipulating Levers for Moving Equipment and Attachments ............. 15 Hours

II. Care and Maintenance
   A. Safety Procedures ............................................................................................................................... 5 Hours
   B. Routine Fueling, Lubricating and Servicing ............................................................................... 35 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures ........................................................................................................... 5 Hours
   B. Cutting Grooves for Expansion and Contraction Joints ............................................................... 400 Hours
   C. Depressing Aggregate at Joint ...................................................................................................... 35 Hours

Total ........................................................................................................................................................ 520 Hours

On-the-Job Training
Instruction Manual
CONCRETE PAVING SAW OPERATOR        DOT NO. 853.663-019

Approximate training time: 11 Weeks or 440 Hours

JOB DESCRIPTION
Operates a water-cooled power saw with either a diamond or an abrasive blade to saw expansion and contraction joints in concrete paving. May also be used to saw asphaltic joints in concrete paving. May also be used to saw asphaltic pavements. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):
1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
A. Safety Procedures .............................................................................................................................. 5 Hours
B. Observation of Work of Concrete Paving Saw Operator.............................................................30 Hours
C. Assist Concrete Paving Saw Operator............................................................................................25 Hours

II. Care and Maintenance
A. Safety Procedures ...............................................................................................................................5 Hours
B. Routine Servicing, Greasing, and Oiling........................................................................................15 Hours

III. Actual Operation of Equipment
A. Safe Operating Procedures.................................................................................................................5 Hours
B. Saw Expansion and Contraction Joints in Concrete Paving......................................................255 Hours
C. Saw Asphaltic Pavements ..............................................................................................................100 Hours

Total ........................................................................................................................................................440 Hours
CONCRETE PAVING SPREADER

OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

Operates a machine to spread and smooth freshly poured concrete surfaces for roads. Moves levers and turns hand wheels to lower attachment that spreads wet concrete within forms. Observes surface of concrete to point out low spots for workers to add concrete. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
A. Safety Procedures .............................................................................................................................. 5 Hours
B. Observation of Machine in Operation ............................................................................................35 Hours
C. Starting and Manipulating Levers for Moving Equipment and Attachments..........................30 Hours

II. Care and Maintenance
A. Safety Procedures ........................................................................................................................... 5 Hours
B. Routine Fueling, Lubricating and Servicing ................................................................................150 Hours

III. Actual Operation of Equipment
A. Safe Operating Procedures............................................................................................................. 5 Hours
B. Regulation, Indoctrination & Operation .....................................................................................120 Hours
B. Operation of Machine .....................................................................................................................690 Hours

Total .....................................................................................................................................................1,040 Hours

On-the-Job Training
Instruction Manual
CONCRETE PAVER SUBGRADER

OPERATOR

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

Operates a machine that fine grades subgrade and prepares the ground for pouring concrete. The machine is equipped with knives or blades to loosen dirt and eject it from subgrade. Starts stops and manipulates levers for moving equipment and attachments, including electronic controls. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract for this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation

A. Safety Procedures ................................................................. 5 Hours
B. Observation of Machine in Operation ........................................35 Hours
C. Starting, Stopping and Manipulating Levers for Moving Equipment and Attachments, Including Electronic Controls ..................................................150 Hours

II. Care and Maintenance

A. Safety Procedures .................................................................15 Hours
B. Routine Fueling, Lubricating and Servicing ..................................40 Hours
C. Adjustment of Control .............................................................50 Hours

III. Actual Operation of Equipment

A. Safe Operating Procedures ..................................................20 Hours
B. Cutting and Furnishing Fine Subgrade Through Manual or Automatic Template Setting ..................................................405 Hours

Total ........................................................................................720 Hours

On-the-Job Training

Instruction Manual
CONVEYOR OPERATOR

Approximate training time: 11 Weeks or 440 Hours

**JOB DESCRIPTION**

One who starts or stops a mechanical belt or bucket conveyor for loading or unloading materials used in highway or bridge construction.

**WAGE STRUCTURE**

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (%) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (%) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Conveyor System Controls .................................................. 25 Hours

II. Care and Maintenance
   A. Safety Procedures ................................................................. 5 Hours
   B. Routine Lubrication ................................................................. 20 Hours
   C. Assists in Maintenance of Conveyor System .......................................... 40 Hours

III. Actual Operation of Conveyor
   *A. Moves and Delivers Cold or Raw Material to Storage Including
   Operation on In-Line Screen Units .................................................. 140 Hours
   B. Unload Rail Cars ......................................................................... 75 Hours
   C. Directs Unloading of Dump Trucks .................................................. 65 Hours
   D. Proper Storage and Stockpiling of Materials ........................................ 65 Hours

   **Total** ..................................................................................... 440 Hours

*Training for understand various types of materials, their use and relationships of job to overall operation as part of basic knowledge needed for future advancement to top quarry or mix plant position.

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On-the-Job Training

Instruction Manual
CRANE, CLASSHELL, DERRICK, DRAGLINE, SHOVAL OPERATOR (LESS THAN 1-1/2 C.Y.)

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

Operates boom type equipment to hoist and move materials, raise and lower heavy weights, and performs other related operations. This equipment is used for such work as excavation, pouring concrete, and setting steel that requires close conformance to specifications and is subjected to a strict inspection. Equipment may be used for other miscellaneous tasks for which crane or stick type equipment is required. May include hoist and pile driving operations. May oil, grease, or otherwise service/make adjustments to equipment as necessary. Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Machine in Operation .................................................. 50 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments .......... 45 Hours

II. Care and Maintenance
   A. Safety Procedures ....................................................................................... 5 Hours
   B. Routine Fueling, Lubricating and Servicing .................................................. 195 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures................................................................. 5 Hours
   B. Trenching Operations (For Pipelaying, etc.) .................................................. 300 Hours
   C. Excavation (for Structures, Footings, etc.) .................................................. 300 Hours
   D. Special Applications and Function ............................................................... 135 Hours

**Total** ........................................................................................................... 1,040 Hours

On-the-Job Training

Instruction Manual
CRANE, CLASSHELL, DERRICK, DOT NO. 921.133-010
DRAGLINE, SHOVAL OPERATOR (1-1/2 C.Y. AND OVER)

Approximate training time: 52 Weeks or 2,080 Hours

JOB DESCRIPTION
Operates boom type equipment to hoist and move materials, raise and lower heavy weights, and performs other related operations. This equipment is used for such work as excavation, pouring concrete, and setting steel that requires close conformance to specifications and is subjected to a strict inspection. Equipment may be used for other miscellaneous tasks for which crane or stick type equipment is required. May include hoist and pile driving operations. May oil, grease, or otherwise service/make adjustments to equipment as necessary. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
A. Safety Procedures ................................................................. 10 Hours
B. Observation of Machine in Operation ........................................ 50 Hours
C. Starting and Manipulating Levers for Moving Equipment and Attachments ........................................ 50 Hours

II. Care and Maintenance
A. Safety Procedures ................................................................. 10 Hours
B. Routine Fueling, Lubricating and Servicing ..................................... 350 Hours

III. Actual Operation of Equipment
A. Safe Operating Procedures ..................................................... 25 Hours
B. Trenching Operations ................................................................. 300 Hours
C. Excavation ........................................................................... 300 Hours
D. Special Applications and Functions – General ...................... 350 Hours
B. Special Applications and Functions – Bridge ............................. 635 Hours

Total .................................................................................... 2,080 Hours

On-the-Job Training
Instruction Manual
CRUSHER FEEDER OPERATOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION
Operates portable stone crushing plant. Starts and stops plant, regulates feeder, installs and adjusts screens. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
A. Safety Procedures .................................................................5 Hours
B. Observation of Machine in Operation ................................20 Hours
II. Care and Maintenance
A. Safety Procedures .................................................................5 Hours
B. Routine Lubricating, Oiling and Greasing .............................30 Hours
III. Actual Operation of Equipment
A. Safe Operating Procedures ..............................................5 Hours
B. Regulate Feeder, Install and Adjust Screens .....................10 Hours
C. Operation of Conveyors and Crusher Operations .............50 Hours
D. Operation of Crusher ........................................................395 Hours
Total ...................................................................................520 Hours

On-the-Job Training
Instruction Manual
DRILL OPERATOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Operates drilling machine, such as wagon drill, air trac, well driller, etc., for the purpose of drilling rock, shale, or other material. Starts, stops, and services portable air compressor. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Machine in Operation ............................................ 20 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments ............... 25 Hours

II. Care and Maintenance
   A. Safety Procedures ................................................................. 5 Hours
   B. Routine Fueling, Lubricating and Servicing ........................................ 100 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures .......................................................... 5 Hours
   B. Purpose of Various Types of Drills ...................................................... 5 Hours
   C. Fasten Drill, Adjust Drill Angle and Lock into Position, Adjust Speed of Drill .............. 270 Hours
   D. Adjustments to Equipment .............................................................. 50 Hours
   E. Special Applications and Functions ............................................... 35 Hours

Total ........................................................................................................ 520 Hours

On-the-Job Training

Instruction Manual
Approximate training time: 52 Weeks or 2,080 Hours

**JOB DESCRIPTION**

Assembles, sets up, adjusts, and maintains and repairs all types of construction equipment, such as internal combustion engines, air compressors, pumps, concrete mixers, heavy earth moving equipment, rock crushers, paving equipment. He may perform the duties of a welder in repair of equipment. Performs other related duties.

**WAGE STRUCTURE**

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract for this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Various Equipment ........................................... 10 Hours
   C. Understanding Basic Function and Preparation of Equipment .... 10 Hours
   D. Observation of Tools in Use .....................................................20 Hours

II. Care and Maintenance
   A. Understanding Company Purchase, Receipt, Storage and Issuance Procedures ..................................................10 Hours
   B. Learning Key Parts Required ..................................................20 Hours
   C. Understanding Use of Parts Catalog/Cost of Parts .........................15 Hours

III. Shop Functions
   A. Safe Procedures ........................................................................5 Hours
   B. Tool Care, Storage and Transportation ....................................20 Hours
   C. Lubrication – Oil, Air, and Fuel Filtration Grease Points and Capacities, Inspection Techniques to Direct Abnormal Condition ..........................40 Hours
   D. Paint and Body Work ................................................................40 Hours
   E. Familiarization – Welding and Burning Equipment and Operation of Lathes, Saws, Shapers, Grinders, and Presses..............................145 Hours

On-the-Job Training

Instruction Manual
Approximate training time: 52 Weeks or 2,080 Hours

**Continuation**

IV. Engines and Power Trains

A. Safety Procedures ...............................................................................................................................5 Hours
B. Injector – Governor – The Operation and Service of Fuel Injector Pumps/Nozzles, and Engine Governors ...........................................................................................................120 Hours
C. Water Cooled Engine Rebuild – Assist in the Complete Overhaul and Testing of Gas and Diesel Engines ..............................................................................................................................200 Hours
D. Transmissions and Rear Ends – Assist in the Complete Overhaul of the Various Mechanisms Used to Transfer Engine Horsepower to Traction Effort ..................................................................................230 Hours
E. Air Cooled Engines – Assist in the Complete Overhaul of the Various Air Cooled Engines and Their Applications .........................................................................................................................................200 Hours
F. Starters, Generators, and Voltage Regulations – Assist in the Complete Overhaul of the Various Starters, Generators, and Voltage Regulators ..................................................................................................160 Hours

V. Preventive Maintenance

A. Safety Procedures ...............................................................................................................................5 Hours
B. Shop Procedures – Fixed Equipment ....................................................................................................75 Hours
C. Field Procedures – Fixed Equipment ....................................................................................................75 Hours
D. Shop Procedures – Mobile Equipment ....................................................................................................75 Hours
E. Field Procedures – Mobile Equipment ....................................................................................................75 Hours

VI. Corrective Maintenance

A. Safety Procedures ...............................................................................................................................5 Hours
B. Shop Procedures – Fixed Equipment ....................................................................................................75 Hours
C. Field Procedures – Fixed Equipment ....................................................................................................75 Hours
D. Shop Procedures – Mobile Equipment ....................................................................................................75 Hours
E. Field Procedures – Mobile Equipment ....................................................................................................75 Hours

VII. Applications of Training

A. Safety Procedures ...............................................................................................................................5 Hours
B. Orders, Receives, and Stores Tools and Equipment Under Supervision of Skilled Worker ..............................................................................................................................................................10 Hours
C. Draws, Arranges, and Transports Tools and Materials Under Supervision of Skilled Worker .....................................................................................................................................................20 Hours
D. Participates in Equipment Preparation and Maintenance Under Supervision of Skilled Worker ....................................................................................................................................................80 Hours
E. Uses Tools of Trade and Performs Related Duties ..................................................................................100 Hours

Total .................................................................................................................................................. 2,080 Hours
FIREMAN

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION
Hand Stokes, or fires by gas or oil, a portable or semi-portable steam boiler, such as is used on steam shovels, pile drivers, cranes, dredges, hoisting equipment, and asphalt plants. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):
1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (%) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (%) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
A. Safety Procedures .................................................................5 Hours
B. Observation in Operation....................................................30 Hours
II. Care and Maintenance
A. Safety Procedures .................................................................5 Hours
B. Routine Lubricating and Servicing ....................................30 Hours
III. Actual Operation
A. Operates Gas, Coal or Oil Fired Burner and/or Asphalt Plant
Burner or Dryer ........................................................................305 Hours
B. Unloads Tank Cars and Tank Trucks .................................100 Hours
C. Oversees Operation of Mechanical Procedures Pertaining to this Operation .............45 Hours
Total .......................................................................................... 520 Hours

On-the-Job Training
Instruction Manual
FORM BUILDER (STRUCTURES)  

**Approximate training time:** 26 Weeks or 1,040 Hours

**JOB DESCRIPTION**

Constructs built-in-place or prefabricated forms according to specifications, for molding concrete structures. Studies blueprints and diagrams to determine type and dimension of forms to be constructed. Erects forms on construction site according to specifications. Inserts spreaders and tie rods between opposite faces of forms to maintain specified dimensions. May work with power tools. Performs other related duties.

**WAGE STRUCTURE**

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

I. Orientation and Safe Use of Tools of the Trade
   A. Power and Hand Tools ................................................................. 20 Hours
   B. Materials Selections .................................................................. 20 Hours

II. Applied Techniques of Highway Construction Carpentry
   A. Safety Procedures .................................................................. 5 Hours
   B. Pier, Pile and Cap Framework .................................................... 145 Hours
   C. Decking Formwork .................................................................. 150 Hours
   D. Parapet and Hand Railing Formwork ......................................... 150 Hours
   E. Endwall Formwork ................................................................... 150 Hours
   F. Box Culverts, Inlets, and Headwall Formwork ......................... 150 Hours

III. Blueprint or Construction Plans Reading and Application ............. 50 Hours

IV. Basic Form Design Familiarity ......................................................... 95 Hours
   A. Safety Procedures .................................................................. 5 Hours

V. Stripping and Salvage of Forms Re-use ......................................... 95 Hours
   A. Safety Procedures .................................................................. 5 Hours

**Total** ......................................................................................................... 1,040 Hours

On-the-Job Training
Instruction Manual
FORM SETTER

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION
Fits together, aligns and sets to grade metal and wooden forms for holding concrete in place until it hardens. May use hammer, saw, square, level and such fastening devices as may be required. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the contract for this classification, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract for this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ....................................................................................................................... 5 Hours
   B. Observation of Placing of Forms............................................................................................... 20 Hours
   C. Observation of Form Stripping and Setting of Precast Concrete............................................. 30 Hours

II. Care and Maintenance
   A. Safety Procedures ....................................................................................................................... 5 Hours
   B. Help Strip Forms and Clean Work Area .................................................................................... 25 Hours

III. Actual Operation of Form Setting
   A. Safe Operating Procedures........................................................................................................ 5 Hours
   B. Hold and Help Align Forms. Drive Stakes for Braces and Help Erect Scaffolding..................... 150 Hours
   C. Observe and Assist in Setting Precast Concrete........................................................................ 50 Hours
   D. Measures Space between Forms, Fits together, Lines, Plumbs
   E. Checks Forms while Concrete is being Poured......................................................................... 200 Hours

Total ............................................................................................................................................... 720 Hours

On-the-Job Training

Instruction Manual
FRONT END LOADER OPERATOR

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

Operates a rubber-tired or crawler type tractor with an attached bucket on front end. Moves levers to raise, lower, and dump contents of bucket. Machine is used to load materials from stockpiles, excavation, charging batch plants, loading trucks. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ........................................................................................................5 Hours
   B. Observation of Machine in Operation ...........................................................................30 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments..........35 Hours

II. Care and Maintenance
   A. Safety Procedures ........................................................................................................5 Hours
   B. Routine Fueling, Lubricating and Servicing .................................................................35 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures .........................................................................................5 Hours
   B. Loading Materials .......................................................................................................250 Hours
   C. Excavation ..................................................................................................................200 Hours
   D. Charge Hoppers with Materials on Asphalt/Concrete Plants ..................................80 Hours
   E. Special Applications .....................................................................................................75 Hours

**Total** ............................................................................................................................ 720 Hours

On-the-Job Training

Instruction Manual
GRADE CHECKER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION

Sets grade stakes to guide earth moving equipment operators in sloping highways and fill embankments, using measuring instruments and hand tools: Reads survey stakes along highway right-of-way to determine grade specifications for embankment. Observes excavating activities to verify conformance to stake references and notified equipment operators or supervisor of deviations.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures .................................................................5 Hours
   B. Observation of Placing Grade Pins and Line ..........................20 Hours
   C. Observation of Setting and Checking Grade ..........................25 Hours

II. Care and Maintenance
   A. Safety Procedures .................................................................5 Hours
   B. Helping Set Grade Pins and Lines ...........................................25 Hours

III. Actual Operation of Setting and Checking Grade
   A. Safe Operating Procedures .....................................................5 Hours
   B. Setting and Driving Pins and Braces in Place ..........................100 Hours
   C. Observe and Assist in Setting Grade ......................................200 Hours
   D. Check Grade and Lines before and after Grading Operations ...135 Hours

Total ...................................................................................... 520 Hours

On-the-Job Training

Instruction Manual
GUARD RAIL ERECTOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION
Digs postholes with power driver auger. With post in upright position, pours concrete around base of posts for embedment. Aligns posts using line, verifies vertical alignment with plumb bob or spirit level; attaches fence rail supports to posts assuring the position and alignment of posts and rail is or required measurements and tolerances according to specifications. Paints guard rail. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):
1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
A. Safety Procedures ............................................................................................................................... 5 Hours
B. Observation of Procedures and Equipment in Operation ........................................................... 15 Hours
C. Starting Machinery and Manipulating Equipment and Controls.............................................. 20 Hours
II. Care and Maintenance
A. Safety Procedures .............................................................................................................................. 10 Hours
B. Routine Fueling, Lubricating and Servicing ................................................................................... 30 Hours
III. Actual functions of Guard Rail Erection
A. Safety Procedures .............................................................................................................................. 10 Hours
B. Incidental Concrete Pouring and Post Setting............................................................................... 30 Hours
C. Post Hole Digging and Post Driving Equipment Operation.................................................... 270 Hours
D. Guard Rail Attachment, Painting and Finishing........................................................................ 130 Hours
Total ....................................................................................................................................................... 520 Hours

On-the-Job Training
Instruction Manual
HIGHWAY OR BRIDGE CARPENTER  

**Approximate training time:** 26 Weeks or 1,040 Hours

**DOT NO. 860.381-030**

**JOB DESCRIPTION**

Lays out work from plans or sketch. Builds wooden structures, such as: concrete form, false work, pouring chute, scaffold, etc. Builds in place to line and grade, or prefabricates in units to be erected later, forms for bridge, drainage structure, wall, etc. May perform other related duties.

**WAGE STRUCTURE**

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

I. Orientation to Highway Construction Company
   A. Power and Hand Tools ....................................................................................................................20 Hours
   B. Materials Section .............................................................................................................................20 Hours
   C. Plan Reading and Form Design .....................................................................................................100 Hours

II. Applied Techniques of Highway Construction Carpenter
   A. Safety Procedures .............................................................................................................................25 Hours
   B. Bridge Formwork ..............................................................................................................................630 Hours
   C. Box Culverts, Inlets, and Headway Carpentry ...............................................................................150 Hours
   D. Stripping and Salvage of Forms for Re-Use ....................................................................................95 Hours

Total .................................................................................................................................................... 1,040 Hours

On-the-Job Training

Instruction Manual
HIGHWAY OR BRIDGE  
CONCRETE FINISHER
DOT NO. 853.663-010

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION
Finishes wet surfaces to grade with hand tools, float, trowel, screed template and straight edge on all types of concrete work requiring a fine finish. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Observation of Use of Straight Edges, Floats and Steel Trowels ................................................25 Hours
   C. Observation of Forming a Finishing of Edges and Joints ............................................................25 Hours
   D. Observation of Use of Concrete Finishing Machine .................................................................15 Hours

II. Care and Maintenance
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Routine Cleaning Work Area and Materials, Holding Materials, Tools and Handling Canvas Belting or Burlap Strips ...................................................................................195 Hours
   C. Routine Fueling, Lubricating and Servicing..................................................................................50 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures...............................................................................................................10 Hours
   B. Basic Operation of Tools..................................................................................................................200 Hours
   C. Forming and Finishing Edges, Joints, Curbs, Gutters, Paving and Structures .......................310 Hours
   D. Operation of Trowels, Straight Edges, Floats or Finishing Machine........................................200 Hours

**Total .................................................................................................................................................... 1,040 Hours**

On-the-Job Training
Instruction Manual
HIGHWAY OR BRIDGE

IRONWORKER, REINFORCING

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (%) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (%) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Observation of Operation..................................................................................................................15 Hours

II. Layout and Plan Reading ....................................................................................................................35 Hours

III. Actual Operation of Reinforcing
   A. Places Reinforcing Steel in Form .................................................................................................100 Hours
   B. Ties Reinforcing Steel in Form .......................................................................................................250 Hours
   C. Sets Rods in Place ............................................................................................................................90 Hours
   D. Spaces and Wires Reinforcing Rods .............................................................................................225 Hours

**Total** ....................................................................................................................................................... 720 Hours
HIGHWAY OR BRIDGE  
IRONWORKER, REINFORCING FOREMAN

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION
Supervises crew to include recruitment, training and direct supervision. Also, includes responsibility for coordinating work with regard to inspection, material supply and equipment required. Keeps personnel records to include payroll time record and administers company personnel policy.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
A. Understanding the Function of the Job .........................................................................................20 Hours
B. Understanding Company Timekeeping and Payroll Procedures.................................................5 Hours
C. Understanding Company EEO Policy ............................................................................................5 Hours
D. Understanding Company Safety Policy ..........................................................................................30 Hours
E. Supervisory Instruction ..................................................................................................................100 Hours
II. Advanced Blueprint or Construction Plan Reading ............................................................................50 Hours
III. Applied Techniques of Bridge Construction
A. Pier and Abutment Formwork ........................................................................................................40 Hours
B. Decking Formwork ...........................................................................................................................40 Hours
C. Concrete Placing, Finishing, and Curling .......................................................................................30 Hours
D. Assembling, Placing, and Tiring Reinforcing Steel ......................................................................150 Hours
E. Care and Material of Jobsite Security .............................................................................................30 Hours
F. Equipment Supervision and Maintenance ....................................................................................30 Hours
IV. Assistant Foreman Duties
A. Supervision of a Crew in each of the Major Applied Areas. Trainee will be checked
By both his Foreman and his Job Superintendent..............................................................................510 Hours

Total .................................................................................................................................................... 1,040 Hours

On-the-Job Training
Instruction Manual
HIGHWAY OR BRIDGE
IRONWORKER, STRUCTURAL

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

Positions and secures steel bars in concrete forms to reinforce concrete: Determines number, sizes, shapes, and locations of reinforcing rods from blueprints, sketches, or oral instructions. Reads, plans, rigs, assembles and erects structural member. May perform other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

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3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Observation of Operation.................................................................................................................40 Hours
   C. Plan Reading .....................................................................................................................................40 Hours

II. Care and Maintenance
   A. Safety Procedures ..............................................................................................................................10 Hours
   B. Care and Maintenance of Tools and Equipment...........................................................................80 Hours

III. Actual Iron Work
   A. Safety Procedures ..............................................................................................................................15 Hours
   B. Rigging Structural Member ...........................................................................................................150 Hours
   C. Assembling Structural Member .....................................................................................................300 Hours
   D. Erection of Structural Member ......................................................................................................400 Hours

Total .................................................................................................................................................... 1,040 Hours

On-the-Job Training
Instruction Manual
HIGHWAY OR BRIDGE PAINTER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION
Prepares and smoothes surfaces to be painted using appropriate method such as wire brushing or sand blasting. Selects premixed paints, or mixes required portions of pigment, oil, thinning and drying substances, etc., to prepare paint to meet required specifications. Erects scaffolding or sets up ladders to perform tasks above ground level. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Observation of Operation..................................................................................................................15 Hours

II. Care and Maintenance
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Care and Maintenance of Tools ........................................................................................................10 Hours

III. Actual Painting Operation
   A. Paint Guard Rails, Fence, Sign Posts, Signs, etc. with Brush, Roller, or Spray
      or Paints cables and Structural Steel Framework of Bridges and other Portions
      of Structures requiring Painting, using either Brush, Roller, or Spray ........................................485 Hours

**Total** .................................................................................................................................................. 520 Hours

On-the-Job Training
Instruction Manual
LANDSCAPE WORKER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION
Prepares seed beds. Excavates for plants, shrubs and trees; applies fertilizer and mulch. Plants trees, shrubs, vines, etc. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

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2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
A. Safety Procedures ...............................................................................................................................5 Hours
* B. Observation of Procedures and Equipment in Operation ...........................................................40 Hours
C. Starting Machinery and Manipulating Equipment and Controls...............................................40 Hours

II. Care and Maintenance
A. Safety Procedures ..............................................................................................................................10 Hours
B. Routine Fueling, Lubricating and Servicing..................................................................................40 Hours

III. Actual Functions and Machine Operations
A. Safety Procedures ..............................................................................................................................10 Hours
* B. Site Preparation Activity ................................................................................................................100 Hours
C. Adjustment and Operation of Required Machinery and Equipment ......................................200 Hours
D. Site Completion Activity ..................................................................................................................75 Hours

Total ....................................................................................................................................................... 520 Hours

*Reading and understanding requirements of landscape site plans and materials as part of basic capability which could allow functioning as future lead man.
MASON STRUCTURE  
DOT NO. 861.381-018

Approximate training time: 26 Weeks or 1,040 Hours

**JOB DESCRIPTION**
Lays out work from plans. Sets up template and guidelines. Lays brick, concrete block, title, or other materials in the construction of manhole, catch basin, drop inlet, sidewalk, retaining wall and other incidental structures. May perform other related duties.

**WAGE STRUCTURE**
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

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2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

<table>
<thead>
<tr>
<th>I. Orientation and Use of Tools of the Trade</th>
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<tbody>
<tr>
<td>A. Safety Procedures .........................................................5 Hours</td>
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<td>B. Setting Up Template and Guidelines...................10 Hours</td>
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<td>C. Use of Hand Rowels, Straight Edge and Hand Level ...20 Hours</td>
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<td>D. Use of Materials, including Brick, Concrete Block, Tile, Mortar Mixer and Other Materials ...40 Hours</td>
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<th>II. Applies Techniques of Structural Masonry</th>
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<tr>
<td>A. Safety Procedures .........................................................10 Hours</td>
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<tr>
<td>B. Excavations .................................................................25 Hours</td>
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<tr>
<td>C. Manholes, Catch Basins, Drop Inlets ..........375 Hours</td>
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<td>D. Sideways, Retaining Walls, Revetments ........200 Hours</td>
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<td>E. Miscellaneous Structures .........................200 Hours</td>
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<th>III. Blueprint or Construction Plan Reading &amp; Application</th>
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<td>........................................................................50 Hours</td>
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<th>IV. Checking and Inspection</th>
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<td>A. Safety Procedures ...........5 Hours</td>
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<td>B. Conformity with Specifications and Plans ...100 Hours</td>
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**Total ........................................................................1,040 Hours**

On-the-Job Training  
Instruction Manual
MATERIAL REMIXING DEVICE

DOT NO.

(Material Transfer Vehicle Operator)

Approximate training time: 15 Weeks or 600 Hours

JOB DESCRIPTION

Drives material transfer machine to convey plant mix material from the hauling truck to the paver in construction of highways, street, and runways. Moves levers, de-presses pedals, turns hand-wheels, and pushes throttle to control and guide machine to provide a continuous uninterrupted low of plant mix material to the paver.

Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract for this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures .............................................................................................................................. 5 Hours
   B. Observation of Machine in Operation ............................................................................................ 35 Hours

II. Care and Maintenance
   A. Safety Procedures ............................................................................................................................... 5 Hours
   B. Routine Fueling, Lubricating and Servicing.................................................................................. 25 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures ................................................................................................................. 5 Hours
   B. Provide Continuous Flow of Mix to Pavers ................................................................................. 525 Hours

Total ....................................................................................................................................................... 600 Hours

On-the-Job Training

Instruction Manual
MIXER OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

Operates large or small, portable or stationary, concrete mixing machine to mix sand, Gravel, cement and water to make concrete. Starts power unit and oversees the loading of proper proportions of materials into the skip and manipulates levers that control feeding of materials into mixing drum. Starts drum rotating to mix materials; manipulates lever to discharge concrete from drum, either by tilting drum forward or by opening a discharge chute. Rinses drum with water to remove adhering concrete. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract for this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
A. Safety Procedures ............................................................................................................................ 10 Hours
B. Observation of Plant in Operation ..................................................................................................40 Hours
C. Starting and Manipulating Levers for Dry Batching of Aggregates ..........................................40 Hours
II. Care and Maintenance
A. Safety Procedures ..............................................................................................................................20 Hours
B. Routine Fueling, Lubricating and Servicing................................................................................160 Hours
III. Actual Operation of Equipment
A. Safe Operating Procedures...............................................................................................................20 Hours
B. Batching, Mixing, and Dropping Mixes per Individual Mix Design ............................................160 Hours
C. Operation of Plant ...........................................................................................................................590 Hours
Total .................................................................................................................................................... 1,040 Hours

On-the-Job Training Instruction Manual
MOTOR GRADER OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION
Rides in control cab of motor grader and moves levers and hand wheels to guide machine and regulates the scraper blade. Blade is mounted on a carrying and turning circle at the front of the machine. Equipment is used to level dirt to grade and lay asphalt and flexible base materials. This work is subjected to a strict inspection and must conform closely to specifications. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract for this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
   A. Safety Procedures ...............................................................5 Hours
   B. Observation of Machine in Operation .........................................100 Hours
   C. Starting and Manipulating Levers for moving Equipment and Attachments...........95 Hours
II. Care and Maintenance
   A. Safety Procedures ...............................................................5 Hours
   B. Routine Fueling, Lubricating and Servicing........................................35 Hours
III. Actual Operation of Equipment
   A. Safe Operating Procedures ...............................................................5 Hours
   B. Scraping and Leveling Dirt on Roadway...........................................180 Hours
   C. Spreading and Mixing Materials on Roadway.......................................170 Hours
   D. Shaping and Blading Subgrades......................................................150 Hours
   E. Balancing and Rough Shaping Base Course Materials...........................150 Hours
   F. Fine Grading and Dressing of Shoulders and Slopes............................145 Hours
   **Total** .................................................................................... 1,040 Hours

On-the-Job Training
Instruction Manual
MULCHER OPERATOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION
Operates mulching machine for the placement of mulched materials, feeding proper amount of materials used in mulching; operates gun for distribution; feeds machine as required and performs related duties. Services machine and makes necessary adjustments as needed. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Machine in Operation .................................. 30 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments 25 Hours

II. Care and Maintenance
   A. Safety Procedures ................................................................. 5 Hours
   B. Routine Fueling, Lubricating and Servicing ........................... 35 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures ................................................ 5 Hours
   B. Adjustment and Operation of Machine and Distribution of Mulching Material ......................................................... 415 Hours

Total ........................................................................................................ 520 Hours

On-the-Job Training Instruction Manual
OILER

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION
A serviceman who lubricates the moving parts of wearing surfaces of mechanical equipment, changes oil, greases, and filters; refuels equipment. Uses grease guns to force grease into bearings. Packs grease cups by hand. Makes minor adjustments on miscellaneous drive chains and clutches. Keeps machines and equipment clean. Often drives a truck which carries the various fuels, oils and greases. May frequently perform duties of a Swamper. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Safe Use of Tools of the Trade
   A. Lubrication Requirement of Mechanical Equipment ..........................................................10 Hours
   B. Material Selection .....................................................................................................................10 Hours
II. Applies techniques of the Oiler
   A. Safety Procedures ...................................................................................................................5 Hours
   B. Equipment Characteristics and Lubrication Points ..............................................................20 Hours
   C. Oil Changes, Filter Changes, Grease Guns, Hard Packing of Grease, Greasing Bearing ..........................................................................................................................225 Hours
   D. Minor Adjustments to Drive Chains and Clutches .................................................................105 Hours
III. Shop and Field Practice ..........................................................................................................30 Hours
IV. Equipment Operation and Operation of Oil, Grease, and Fuel Service Truck .....................105 Hours
   A. Safety Procedures ...................................................................................................................10 Hours

Total .............................................................................................................................................520 Hours
PILE DRIVER OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

Unloads and handles wood, metal, sheet piling, steel h-beam, concrete or pipe. Fastens them to cable of winch or pile driver, shifts timber piles with cant hook, unloads and stacks piling, cleans and points pile with ax or shovel, rigs pile driving equipment, signals pile rig and guides pile and leads to point pile is driven, aligns and plumbs pile using tape and level during driving; splices piles before, during and after driving, operates steam or air valves for pile hammer, may operate jetting equipment. Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract for this classification.

2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.

3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.

4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ............................................................................................................................... 5 Hours
   B. Observation of Machine in Operation ............................................................................................ 50 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments.......................... 45 Hours

II. Care and Maintenance
   A. Safety Procedures ............................................................................................................................... 5 Hours
   B. Routine Fueling, Lubricating and Servicing................................................................................ 345 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...................................................... 140 Hours
   E. Driving of Pile................................................................................................................................. 100 Hours

Total .................................................................................................................................................... 1,040 Hours

On-the-Job Training

Instruction Manual
PILE DRIVING FOREMAN

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION
Supervises and coordinates activities of workers engaged in driving pilings into the ground to provide foundations for structures. Directs workers engaged in operating machines to drive metal concrete/wood piling and metal/wood sheets. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
A. Learn to each Safety Procedures .....................................................................................................25 Hours
B. Observe the Teaching of Setting Grades from Engineering Stakes ............................................25 Hours
C. Become Able to Teach Pile Driving...............................................................................................100 Hours
D. Learn to Maintain Record for Office ...............................................................................................25 Hours

II. Learning of Applied Techniques
A. Recruit, Orient, Handle People........................................................................................................30 Hours
B. Blueprint and Construction Plan Reading.....................................................................................50 Hours
C. Apply the Engineer’s Directions to Piling......................................................................................50 Hours
D. Direct Reading Grades from Engineer’s Stakes ............................................................................50 Hours
E. Supervise Pile Setting.......................................................................................................................50 Hours

III. Driving Direction for Actual Operations
A. Safety Procedures ..............................................................................................................................25 Hours
B. Direct Handling of Pile .....................................................................................................................50 Hours
C. Direct Pick-up, Guiding and Seating of Pile for Driving .............................................................60 Hours
D. Direct Rigging Leads, Hammer, and Jet.......................................................................................150 Hours
E. Direct Signaling and Guiding Pile and Leads to Pint of Driving..............................................100 Hours
F. Direct Aligning and Plumbing Pile..................................................................................................100 Hours
G. Direct Cutting Off, Splicing, and Realigning Pile .........................................................................50 Hours
H. Direct the Setting Up and Operation of Pile Driving Equipment.............................................100 Hours

**Total** ............................................................................................................................................ 1,040 Hours

On-the-Job Training
Instruction Manual
Approximate training time: 13 Weeks or 520 Hours

**JOB DESCRIPTION**

Lays glazed or unglazed clay, concrete, steel or cast-iron pipe to form water lines, sanitary or storm sewers and drains; lays underground telephone and electrical duct. May smooth bottom of trench to proper elevation by scooping with a shovel; receives pipe lowered from top of trench; inserts spigot end of pipe into bell end of last laid pipe; adjusts pipe to line and grade, caulsks of pipe into bell end of last laid pipe; adjusts pipe to line and grade, caulsks joint with oakum or yarn and seals joint with cement or other sealing compound; may connect threaded or flanged joint pipe, may assemble and place corrugated metal pipe. Performs other related duties.

**WAGE STRUCTURE**

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

I. Orientation and Observation
   A. Safety Procedures ...............................................................................................................................5 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 ...............................................................................................................................5 Hours
   B. Ditch Preparation, Handles Materials and Tools ............................................................................20 Hours

III. Actual Handling of Pipe and Spade
   A. Ditch Grading with Compressed Air Driven or Hand Spade ................................................................50 Hours
   B. Handle Materials, Assist in Lowering Pipe ....................................................................................50 Hours
   C. Works with Pipe Layer in Laying all Types of Pipe and Duct. Adjusts Pipe To Elevation, Inspects Spigot End of Pipe into Bell End of Last Laid Pipe ..................................................365 Hours

**Total** ............................................................................................................................................... **520 Hours**

On-the-Job Training
Instruction Manual
Powderman

Approximate training time: 26 Weeks or 1,040 Hours

Job Description
Tends to the placement of wires, detonators, and explosives, along with trampling, and discharging of these explosives. Also responsible for the proper storage, transporting, placing and discharging of explosives.

Wage Structure
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

Training Breakdown

I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Work of Powderman .................................. 50 Hours
   C. Assist Powderman by Carrying Explosives, Placing in Holes, Connecting Lead Wire .............................................. 45 Hours

II. Applied Techniques of Powderman
   A. Safety Procedures ................................................................. 15 Hours
   B. Storage, Transporting, Placing and Discharging of Explosives ................................................................. 335 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 Employee ...................... 300 Hours
   D. Placing Wires, Detonators, and Explosives, Trampling and Discharging ........................................... 165 Hours

Total ................................................................................................................. 1,040 Hours

On-the-Job Training
Instruction Manual
POWER TOOL OPERATOR

Approximate training time: 11 Weeks or 440 Hours

JOB DESCRIPTION
Operates jack hammer, vibrator, tamper, paving breaker, torque wrench, chain saw, etc., employing air, fuel, or current for power. Starts, stops, and services portable air compressor or portable fuel machine. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract for this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Observation of Jack Hammer, Vibrator, Tamper, Paving Breaker, Torque Wrench, and Chain Saw........................................................................................................20 Hours

II. Care and Maintenance
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Routine Lubricating, Oiling and Greasing.....................................................................................30 Hours

III. Actual Operation of Equipment
   A. Small Power Tools (Jack Hammer, Vibrator, Tamper, Paving Breaker, Torque Wrench, Chain Saw, etc.) ........................................................................................................330 Hours
   B. Other ..................................................................................................................................................50 Hours
Total ....................................................................................................................................................... 440 Hours
PULVER – MIXER OPERATOR

Approximate training time: 19 Weeks or 750 Hours

JOB DESCRIPTION
Drivers and operators machine that mixes waterproofing and binding material with soil to stabilize for road surfaces. Pushes levers and turns wheels to set depth of scoop and rotary blades that pick up and pulverize soil. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ................................................................. 5 Hours
   B. Observation of Machine in Operation .................................................. 35 Hours

II. Care and Maintenance
   A. Safety Procedures ................................................................. 5 Hours
   B. Routine Fueling, Lubricating and Servicing ................................. 45 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures .................................................. 5 Hours
   B. Pulverizing Asphalt Pavement .................................................. 300 Hours
   C. Pulverizing and Mixing of Sub-base ........................................ 355 Hours

Total .................................................................................................................. 750 Hours

On-the-Job Training
Instruction Manual
PUMPCRETE OPERATOR

Approximate training time: 19 Weeks or 750 Hours

JOB DESCRIPTION
Tends one or more machines that pump concrete, grout or dry mixtures of sand and cement through hoses to fill forms and crevices or to coat surfaces: Positions hose or temporary pipeline and snaps couplings together.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):
1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (%) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (%) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
   A. Safety Procedures ................................................. 5 Hours
   B. Observation of Machine in Operation ........................................ 20 Hours
   C. Starting, Stopping and Manipulating Valves .................................... 30 Hours
II. Care and Maintenance
   A. Safety Procedures ...................................................... 5 Hours
   B. Routine Fueling, Lubricating and Servicing .................................... 150 Hours
   C. Adjustment of Controls ................................................................ 50 Hours
III. Actual Operation of Equipment
   A. Safe Operating Procedures ............................................ 10 Hours
   B. On-the-Job Operation of Pneumatic Hammer Equipped with Drills to Cut Through Rigid Pavement ..................................................... 150 Hours
   C. On-the-Job Operation of Discharge Pipe Nozzles ................................... 330 Hours
Total ................................................................................................. 750 Hours

On-the-Job Training
Instruction Manual
ROLLER OPERATOR

(Base Course / Embankment)

Approximate training time: 13 Weeks or 520 Hours

Job Description

Operates self-propelled steel wheeled, rubber tired, sheep foot, vibrator, segmented, or other type roller to compact earth, subgrade, sub-base, shoulder materials, or stone cover on surface treatment. Also, may operate final rolling on asphalt surfaces, including final rolling on asphalt concrete. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

Wage Structure

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

Training Breakdown

I. Orientation and Observation
   A. Safety Procedures .............................................5 Hours
   B. Observation of Machine in Operation ..................30 Hours

II. Care and Maintenance
   A. Safety Procedures .............................................5 Hours
   B. Routine Fueling, Lubricating and Servicing ..........25 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures ................................5 Hours
   B. Rolls Base and/or Embankment to Desired Compaction ..................................................450 Hours

Total ...........................................................................520 Hours

On-the-Job Training

Instruction Manual
SCRAPER – PAN OPERATOR  

Approximate training time: 13 Weeks or 520 Hours

**JOB DESCRIPTION**

Operates self-propelled rubber or tractor drawn unit known as scraper, pan, etc., to excavate, transport and deposit materials moved in normal grading operations. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

**WAGE STRUCTURE**

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period:** Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period:** Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period:** Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period:** One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

**TRAINING BREAKDOWN**

I. Orientation and Observation
   A. Safety Procedures .................................................................5 Hours
   B. Observation of Machine in Operation ...................................................20 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments.............15 Hours

II. Care and Maintenance
   A. Safety Procedures .................................................................5 Hours
   B. Routine Fueling, Lubricating and Servicing.................................................35 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures............................................................5 Hours
   B. Loading .......................................................................................150 Hours
   C. Spreading Material...................................................................150 Hours
   D. Rough Roadway Grading..............................................................70 Hours
   E. Compaction of Embankment .........................................................65 Hours

**Total** ........................................................................................................520 Hours

On-the-Job Training

Instruction Manual
STABILIZER OPERATOR

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION
Operates self-propelled rubber tired or crawler type equipment to mix and spread road materials with cement, asphalt, lime, fly ash, etc. May oil, grease service and make normal operating adjustments to equipment. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Observation of Machine in Operation ............................................................................................35 Hours
   C. Starting, Stopping and Manipulating Levers for Moving Equipment and Attachments ..............30 Hours

II. Care and Maintenance
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Routine Fueling, Lubricating and Servicing ..................................................................................35 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures.................................................................................................................5 Hours
   B. Loading with Cement, Asphalt, Lime Fly Ash, Etc. .......................................................................150 Hours
   C. Mixing and Spreading Stabilizing Materials on Sub-Base or Base .............................................455 Hours

**Total** ....................................................................................................................................................... 720 Hours

On-the-Job Training Instruction Manual
STONE SPREADER OPERATOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION
Operates any self-propelled equipment on wheels or tracks which spreads stone or other granular materials. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
A. Safety Procedures ...............................................................................................................................5 Hours
B. Observation of Machine in Operation ............................................................................................25 Hours
C. Starting, Stopping and Manipulating Levers for Moving Equipment and Attachments ..............................................................................................................20 Hours

II. Care and Maintenance
A. Safety Procedures ...............................................................................................................................5 Hours
B. Routine Fueling, Lubricating and Servicing..................................................................................30 Hours

III. Actual Operation of Equipment
A. Selection and Loading of Materials.................................................................................................40 Hours
B. Spreading of Stone or Other Granular Materials on Roadway Sub-Base or Base ..............................................................................................................395 Hours

Total ....................................................................................................................................................... 520 Hours
SUBGRADE MACHINE OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION
May operate tractor drawn grader to cut and smooth subgrade on street and highway paving projects. Performs other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.

2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.

3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.

4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
   A. Safety Procedures ..........................................................................................................................10 Hours
   B. Observation of Machine in Operation ............................................................................................40 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments..........................40 Hours

II. Care and Maintenance
   A. Safety Procedures .............................................................................................................................5 Hours
   B. Routine Fueling, Lubricating and Servicing ..................................................................................50 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures .............................................................................................................5 Hours
   B. Understanding Grading Plan Requirements ..................................................................................100 Hours
   C. Observation of Fine Grading Operation ......................................................................................100 Hours
   D. Operation of Machine .....................................................................................................................690 Hours

Total .................................................................................................................................................... 1,040 Hours

On-the-Job Training

Instruction Manual
TENDER OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION
Tends portable or stationary high pressure boilers that supply heat or power for engines, turbines and steam powered equipment, such as steam shovels, pile drivers, cranes or industrial processes. Reads gauges and moves controls to maintain specified pressure and water level in boiler.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract for this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
   A. Safety Procedures ..............................................................5 Hours
   B. Observation of Dredge Tender in Operation..........................40 Hours
   C. Starting, Stopping and Manipulating Controls....................40 Hours

II. Applied Techniques of the Tender Operator
   A. Safety Procedures, including Emergency Signals and Drills ..........5 Hours
   B. Study and Learn “Rules of the Road” as Set Forth in U.S. Coast Guard Manual ...........50 Hours
   C. Care and Maintenance of Engine Clutch, Tail Shaft, and Stuffing Box ...............100 Hours
   D. Care and Maintenance of Lighting System and Bilge Pumps.........................100 Hours
   E. Routine Care and Maintenance of Overall Dredges, Tender, Decks, Cabins, Hatches, etc.................................................................100 Hours
   F. Routine Fueling, Lubricating and Servicing........................................105 Hours

III. Actual Operation of Dredge Tender
   A. Safe Operating Procedures........................................5 Hours
   B. Operation while Handling Pontoons....................................200 Hours
   C. Operation while Handling Barges........................................200 Hours
   D. Special Applications and Functions......................................90 Hours

Total .................................................................................. 1,040 Hours

On-the-Job Training Instruction Manual
TRACTOR OPERATOR

Approximate training time: 13 Weeks or 520 Hours

JOB DESCRIPTION
Operates a gasoline or diesel powered crawler tread or rubber tired tractor to haul heavier implements such as large root plows, heavy sheep’s foot rollers, large pneumatic rollers, water tanks, trailers, etc. Used in heavy ground clearing operations. Uses miscellaneous attachments such as post hole digger. May oil, grease, service, and make normal operating adjustments. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):
1. The Beginning of the Training Period: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. After Completion of One Half (½) of the Training Period: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. After Completion of Three Fourths (¾) of the Training Period: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. On Completion of the Training Period: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Observation of Machine in Operation ............................................................................................30 Hours
   C. Starting and Manipulating Levers for Moving Equipment and Attachments..........................25 Hours

II. Care and Maintenance
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Routine Fueling, Lubricating and Servicing ..................................................................................35 Hours

III. Actual Operation of Equipment
   A. Safe Operating Procedures.................................................................................................................5 Hours
   B. Pushing Other Equipment to Aid in Loading or Unloading Operations ................................150 Hours
   C. Pulling Compaction and Mixing Implements .............................................................................150 Hours
   D. Ground Clearing Assistance ..........................................................................................................115 Hours

Total ....................................................................................................................................................... 520 Hours
TRAFFIC CONTROL SPECIALIST

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION
Controls movement of traffic through construction projects; discusses traffic control plans, type and location of control points with superior. Distributes traffic control signs and markers along site in designated pattern. Warns construction workers when approaching vehicles fail to heed signals.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
A. Safety Procedures .............................................................................................................................10 Hours
B. Learns and Fully Understands the Basic Functions and Requirements of the Position ...................................................................................................................................20 Hours
C. Becomes Familiar with Applicable Regulations and/or Policies. Learns and Understands Basic Functions and Requirements on the Position......................................................20 Hours

II. Applied Techniques
A. Develops and Maintains Suitable Liaison with Project Superintendent, Project Engineer. Develops and Maintains Ways and Means of Controlling Traffic on a Daily Basis ...................................................................................................................................150 Hours
B. Sees that Adequate Supplies are On Hand to Meet Required Needs ........................................20 Hours
C. With Helper, Sees to the Proper Erection, Placement, etc., of required Traffic Control Materials on a Daily Basis. Also, Responsible for Removal of such Material at the end of the Work Day. Sees the Flag Persons are Properly Trained and Placed on the Job where they will be most effective............................300 Hours
D. Stays Abreast of any changes Which come about during the day and take necessary steps to effect Suitable Control Procedures. ......................................................570 Hours

**Total .................................................................................................................................................... 1,040 Hours**

On-the-Job Training

Instruction Manual
TRENCHING MACHINE OPERATOR

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION
Operates wheel type trenching machine, roughly equivalent in size and horse power to an industrial farm tractor. Sets wheel and digs trench to grade. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Observation
A. Safety Procedures .................................................................10 Hours
B. Observation of Machine in Operation ........................................50 Hours
C. Starting and Manipulating Levers for Moving Equipment and Attachments .............40 Hours

II. Care and Maintenance
A. Safety Procedures .........................................................................................10 Hours
B. Routine Fueling, Lubricating and Servicing .................................................340 Hours

III. Actual Operation of Equipment
A. Safe Operating Procedures .................................................................10 Hours
B. Excavation for Footings and Removal of Unsuitable Materials ..............200 Hours
C. Loading and Unloading Materials ............................................................130 Hours
D. Trenching for Pipe, etc. .............................................................................100 Hours
E. Hoisting Materials ......................................................................................50 Hours
F. Placement of Beams, Pipe, Girders, Piles, etc. ........................................50 Hours
G. Charge Hoppers with Materials on Asphalt and Concrete Plants .............50 Hours

**Total** ............................................................................................................... 1,040 Hours
TRUCK DRIVER

Approximate training time: 18 Weeks or 720 Hours

JOB DESCRIPTION
Drives truck for transporting construction material. May have various kinds of beds attached, such as dump, flat bed, water tank, etc., (includes pickup, water, wagon, service truck, hoist truck, etc. May pull semi-trailer.
Operates heavy duty off-road or rock moving equipment, such as, but not limited to, Koehring Dumpster, Euclid, either back or bottom dump, International) Payhauler, etc. May oil, grease, service and make normal operating adjustments to equipment.

WAGE STRUCTURE
Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):
1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (½) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (¾) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN
I. Orientation and Observation
A. Safety Procedures .............................................................................................................................10 Hours
B. Observation 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 ..................................................................................20 Hours
III. Actual Operation of Equipment
A. Safe Operating Procedures ...............................................................................................................10 Hours
B. Loading and Unloading Materials and Operation of Vehicle...................................................580 Hours
Total ................................................................................................................................................... 720 Hours

On-the-Job Training
Instruction Manual
WELDER

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

On-the-Job Training
Instruction Manual

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WELDER DOT NO. 810.834-014

Approximate training time: 26 Weeks or 1,040 Hours

JOB DESCRIPTION

Is capable of operating one or both electric welding apparatus and acetylene welding apparatus. Fuses metal parts together, using either arc welding process or oxyacetylene method. Cuts, lays out, fits, and welds, sheet metal, cast iron, and other metal or alloyed metal parts to fabricate or repair equipment. Welds together the joints between lengths of pipe for oil, gas, or other types of pipelines. Performs other related duties.

WAGE STRUCTURE

Trainee will be paid the trainee wages specified in the construction contract. If no trainee wages are specified in the construction contract, minimum trainee wages will be as follows (but not less than the current minimum wage):

1. **The Beginning of the Training Period**: Sixty percent (60%) of the skilled wage rate specified in the contract of this classification.
2. **After Completion of One Half (%) of the Training Period**: Seventy-five percent (75%) of the skilled wage rate specified in the contract for this classification.
3. **After Completion of Three Fourths (%) of the Training Period**: Ninety percent (90%) of the skilled wage rate specified in the contract for this classification.
4. **On Completion of the Training Period**: One hundred percent (100%) of the skilled wage rate specified in the contract for this classification.

TRAINING BREAKDOWN

I. Orientation and Safe Use of Tools of the Trade
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Welding Equipment ..........................................................................................................................20 Hours
   C. Material Selection .............................................................................................................................20 Hours
   D. Observation of Welder ......................................................................................................................20 Hours

II. Applied Techniques of Welding
   A. Safety Procedures ...............................................................................................................................5 Hours
   B. Acetylene – Cutting, Brazing and Welding .................................................................................300 Hours
   C. Electric – Cutting and Welding .....................................................................................................300 Hours

III. Actual Welding Operation
   A. Safe Operating Procedures .................................................................................................................5 Hours
   B. Cut, Layout, Fit and Weld Sheet Metal Cast Iron and other Metal Parts ................................185 Hours
   C. Fabricate and Repair Equipment ...................................................................................................180 Hours

Total ............................................................................................................................................. 1,040 Hours

On-the-Job Training
Instruction Manual