



# LADOTD OJT Program



October, 2018

## Some LADOTD OJT Program Progress, But More to Do

A few HSB Contractors have begun to participate in the On-the-Job (OJT) Program by enrolling the trainees and providing training to enhance the skills of these employees. This will certainly help the LADOTD in providing a few successful results to the FHWA on the federal OJT Program. However, the implementation of the OJT Program still appears not to be a priority. Several Contractors have indicated that they do not know what the OJT Program is, how it works or simply have not thought about it as they have never participated in the OJT Program previously. Further, some HSB Contractors have stated that since the OJT Program is not a requirement in the contract, they are not planning on implementing the OJT Program.

The Contractors with projects in which the trainees are “available” are highly encouraged to implement the OJT Program. In other words, the LADOTD expects the Contractors to

participate in the OJT Program. Also, the LAGC has been actively supporting the OJT Program. Without the Contractors’ participation in the OJT Program, the LADOTD will not be able to submit successful OJT Program results to the FHWA, which it is required to do.

The LADOTD understands that implementing the OJT Program may be difficult due to recruiting issues, due to the lack of experience by the Contractors, or simply that the Contractors are not sure just where to start. The article in this Newsletter *Getting Started with the OJT Program* provides information on beginning the implementation. Once a Contractor goes through the process of enrolling the trainees and having the trainees complete their training programs, it becomes much easier. The Compliance Programs Section has worked hard to streamline the paperwork necessary for the OJT Program and is available to answer any questions. The LADOTD’s OJT

Supportive Services also stands ready to assist you. The LADOTD is committed to working with you, the Contractors, to ensure success of the OJT Program. Let us work together to ensure successful results for the OJT Program, thus ensuring compliance with the *23 Code of Federal Regulations, Part 230*.

### **Stephanie Ducote**

LADOTD Program Director  
Compliance Programs Section

#### What’s Inside

- ✚ -Current Status, OJT Program, p.2
- ✚ -Trainee Spotlight, p.3
- ✚ -Getting started with the OJT Program, p.4

## Current Status of the OJT Program

A few Contractors have enrolled trainees for the LADOTD OJT Program. Only three Contractors have enrolled trainees in the second quarter, and an additional Contractor has enrolled trainees in the third quarter of the 2018 Calendar Year, as shown on *Chart #1-Contractors Enrolling Trainees*. The LADOTD requests that more Contractors enroll trainees for the OJT Program, to increase participation.

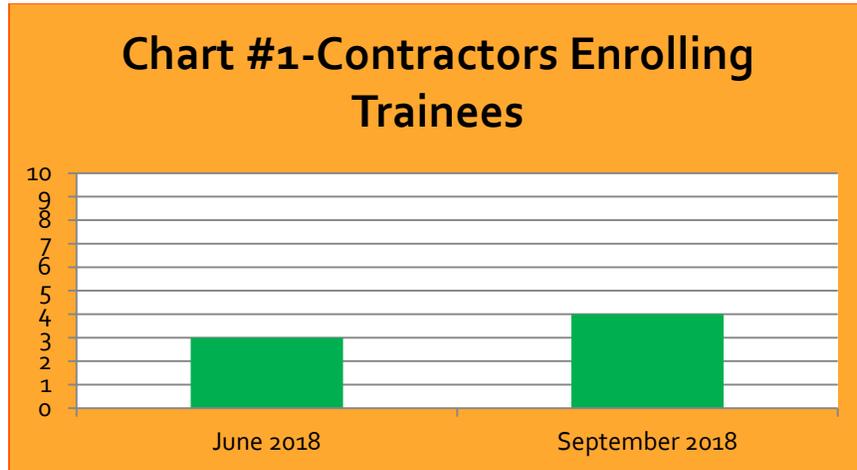
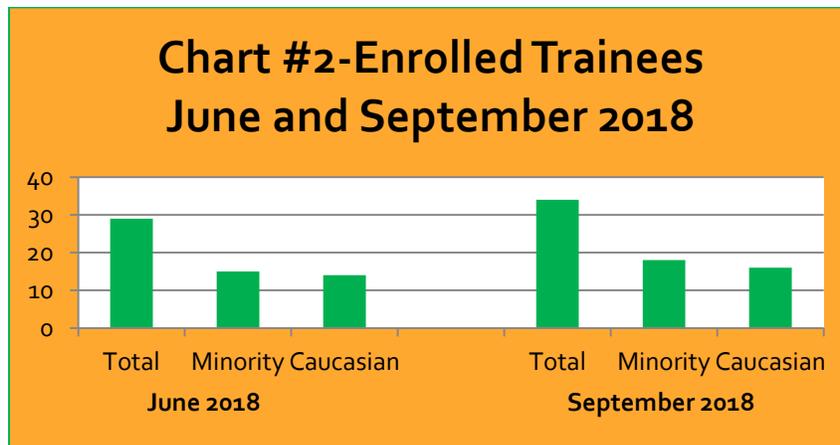


Chart #2 shows the number of trainees enrolled in the second and third quarters of the 2018 Calendar Year, respectively. Both the number of minorities and non-minorities increased. The LADOTD expects that more trainees should be enrolled, in the future, to meet the Goal set of 20 trainees per year participating in approved training programs. Also, since the OJT Program is designated for minorities, females and the disadvantaged individuals as per the requirements of *23 Code of Federal Regulations Part 230*, the LADOTD requests that the Contractors enroll more individuals in these population groups.





## Trainee Spotlight

Mr. Russell Banks, Jr., Light Equipment Operator with Command Construction Industries has been a trainee in the LADOTD OJT Program since May 2018. As a Light Equipment Operator, Russell operates a front-end loader to move materials to the designated locations on the construction sites, such as pipes. He also operates a skid steer machine. Russell performs routine inspections and maintenance on the equipment, such as checking oil, water levels, and tires.

As a trainee, Russell attended two eight-hour classroom training sessions to prepare him for operating the equipment. In the sessions, Russell learned equipment operation, such as watching the weight of the material being lifted, how to maintain the equipment and the safety precautions. Russell expressed that the training classes were helpful. However, he stated *that the help from his supervisor is even better because it teaches hands-on knowledge*. He is very cognizant of his safety precautions, such as making sure that no one is around him when operating the machinery. Russell states that *most of all he enjoys working with the crew to help each other out*.

Russell expressed that the OJT Program...*gives me a big advantage towards my career*. Russell has gained hands-on training from his supervisor. He has been provided the opportunity to be around professionals who are willing to share their knowledge so that he can further his career as a Light Equipment Operator and to operate Heavy Equipment, in the future.

Command Construction's Human Resources Manager, Bud Waldweiler, expressed that the OJT Program brings value to the company by recruiting and training individuals who make the construction crafts as their careers. In terms of the OJT Program implementation, it was tough to get started, but once it was up and running, it became fairly easy to use. Bud added that he feels that the OJT Program *is a good way to show Command's commitment to their employees' future success in the field of construction while bringing value to the company*.

## Upcoming OJT Program Contractor's Forum



Quarterly, the LADOTD will conduct Contractor's Forums to discuss the OJT Forums. In these forums, come learn about the OJT Program. Get an overview, information on how to implement, provide input on the OJT Program and ask questions. Interact with the LADOTD staff to ensure meeting the OJT goals. The next OJT Program Contractor's Forum will be held on Tuesday, October 16, 2018 from 10:30 am – 11:30 am, at the District 05 Training Room, which is located at 8010 Desiard Street (US 80), Monroe, LA 71203. You will receive an email invitation for the Contractors' Forum. Please accept the invitation and come join us. Please contact Ms. Joyce Brignac with any questions at (225) 379-1364 or [joyce.brignac@la.gov](mailto:joyce.brignac@la.gov).

# Getting Started with the OJT Program

Some Contractors indicate that they are not familiar with how to get started with implementing the LADOTD OJT Program. The following are steps that the Contractors can take to enroll trainees and to complete the OJT Program.

Evaluate the number of projects that the company has been awarded by the LADOTD. Determine which projects have trainees “available”, as stated on the Bid Package, along with the number of calendar or working days for completing the projects, as shown in the example chart below.



Based on the projects’ schedules, assess which projects can sustain and be benefitted by the enrollments of trainees. Evaluate which construction crafts are needed on the projects and assign the trades for the trainees, such as flaggers, operators, carpenters, etc. Assess the availability of the journeypersons on the projects to provide the training. Determine if the company should recruit for a trainee externally or if a current employee can be assigned who can benefit by the OJT Program by learning another construction trade.

Submit the name of the trainee along with the classification and other information on the Enrollment Form to the LADOTD OJT Program Specialist for approval. Provide the hours of training completed by the trainee directly from the payroll into the AASHTOWare for the monitoring of the OJT Program completion. Once the trainee completes the Program, provide a Certificate of Completion. Overall, the Contractors can become quite knowledgeable about the OJT Program after providing training to several trainees.

Letting Date	Route	Type of Improvement	# of Trainees	# Calendar Days
5/9/2018	LA 404	Clearing and Grubbing, Removal of	2	150
10/11/2017	LA 26	Drainage Structures	0	
6/13/2018	I-10	Grading, Milling Asphalt Concrete, Asphalt Concrete	7	525

## OJT Program Contacts

Ms. Juanita Linton, Contract Compliance Program Manager, (225) 379-1364

Ms. Joyce Brignac, OJT Program Specialist, (225) 379-1364

Ms. Sumathi Ravindraraj, OJT/SS Project Manager, (717) 919-6467