

“OJT NEWS”



SPEED DATING EVENT

Building a Relationship
Wednesday, June 22, 2016
5:00 p.m.—8:00 p.m.
Location to be determined

Please Save The Date for our next social event where DBEs will be given the opportunity to schedule a 15 minute one-on-one session with decision makers of the following organizations:

- LADOTD*
- The Baton Rouge Airport*
- The New Orleans Airport*
- The Lafayette Airport*
- The Baton Rouge School Board*
- Prime Contractors*
- Engineering Firms*
- Federal Highway*
- Small Business Administration*
- City of Baton Rouge Fair Share Program*
- LA Associated General Contractors*
- Members of our State Legislature*

If you have any questions, please give us a call. We will be sending additional information out soon as well as requesting that you actually make a commitment to a time slot available for each of your meetings.



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LA DOTD ON THE JOB TRAINING SURVEY

QUESTIONS: PLEASE WRITE IN ANSWER OR FILL IN CIRCLE AS APPROPRIATE.

We thank you in advance for completing the questionnaire. We ask that you please elaborate in the comment sections so we can further assist you.

When you have finished, please fax back to Mr. Kenyatta Sparks at 225-769-3596 or email to: Kenyatta.Sparks@sjbgroup.com. Thank you.

1. Has your company ever participated in the DOTD OJT Program? Yes No

2. If yes, was the program beneficial to your company? Yes No

Comments: _____

3. Would your company be interested in participating in the DOTD's OJT Program on Federally aided highway construction projects that support OJT Goals? Yes No

Comments: _____

4. What barriers would prevent your company from participating in the OJT Program?

Comments: _____

5. What suggestions would your company make to assist the DOTD in making the OJT Program more efficient and user friendly to achieve the OJT Program Goals?

Comments: _____

6. Does your firm participate in any training and or apprentice programs? Yes No

7. If yes, your program might qualify and meet the federal standards required for the OJT Program. Is there someone in your office that we can contact to get more information on your program?

Comments: _____

In 2008, the Louisiana Department of Transportation and Development, LA Associated General Contractors, Louisiana Division Office, Federal Highway Administration and contractors partnered to create the On-The-Job Training program to be utilized on LADOTD's highway construction projects. The OJT Program was developed in conformity with FHWA requirements. The LADOTD seeks to achieve the goal to provide training to individuals, including minorities, women, disadvantaged individuals and protected veterans. Please note that there are now OJT goals on select-ed projects. If you have any questions, please call Ms. Stephanie Ducote, DOTD Compliance Programs Director or Mr. Gene McArdle, DOTD Labor/OJT Compliance Manager at 225-379-1382.

CONCRETE PAVING FINISHING *DOT NO. 853.663-016* 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
C. Operation of Machine	690 Hours
TOTAL	1,040 Hours

How On-the-Job Training Brings You Value.....

On-the-job training, also known as OJT, is teaching the skills, knowledge, and competencies that are needed for employees to perform a specific job within the workplace and work environment.

On-the-job training uses the regular or existing workplace tools, machines, documents, equipment, knowledge and skills necessary for an employee to learn to effectively perform his or her job.

It occurs within the normal working environment that an employee experiences on the job. It may occur as the employee performs actual work, or it may occur elsewhere within the workplace using training rooms, training workstations, or training equipment.

A coworker frequently supplies on-the-job training. The coworker qualification is that she can competently perform the job that he or she is teaching. But, interpersonal skills, company policies, company requirements, leadership training, and more are also topics that managers or coworkers can show on-the-job or in the workplace.

An external provider occasionally performs OJT in the case of specialized equipment. In another example, a vendor might train employees in a marketing system that a group is adapting to their work procedures.

While the goal of OJT is often to teach basic workplace skills, it also instills [aspects of the workplace culture](#) and [performance expectations in the new employee](#). OJT is also the approach organizations use to provide [new employee onboarding](#) information.

[OJT is provided internally](#) by both experienced coworkers and managers.

Train Managers to Train

Definite advantages exist for your organization when you have developed the training capabilities of your managers. Teach managers to train and you will increase the effectiveness of your internal training.

Additionally, training, [coaching](#), and [mentoring](#) become an expected and utilized part of the managers' jobs. Employees react positively when managers provide training, too. The employees believe they will have [the opportunity to use the training](#); they react more positively to the expectations of the manager versus a trainer.

When they provide training, managers are able to articulate what they believe is important and to reinforce these ideas with employees. Employees are impressed that the training topic is so important that the manager takes the time to do the training.

Expecting managers to train employees is an effective on-the-job training strategy.

Train Employees to Train Coworkers

Definite advantages exist for your organization when you have developed the training capabilities of your employees. Teach employees to train and you will increase the effectiveness of your internal training.



**How
On-the-Job
Training
Brings You
Value.....**

Employees are familiar with the workings – both good and bad – of your internal organization. They are familiar with the goals, the culture or work environment, the company strengths, the company weaknesses, and they know the actual employees.

This gives employees an advantage over a trainer who has to learn about the culture, the company strengths, the company weaknesses, and also get to know the people.

In a medium-sized manufacturing company, the security specialist and the team leader of the safety and environmental committee provide training in security, emergency evacuation procedures, and safety to all staff. They also train new employees during the new employee orientation.

In another company, a long-term sales representative trains all new sales employees about the sales Customer Relationship Management (CRM) computer programs, cold calling and prospecting, and how to take and process orders.

In the same company, a shipping employee trains, tests, and licenses all Hi-Lo drivers. Originally trained by outside firms, internal employees now train other employees.

On-the-job training is normally the most effective approach to training employees. Many of these training options emphasize the role of coworkers and managers in training fellow employees.

October 18, 2015.

Humanresources.about.com

Floods

Floods can be serious catastrophes and they are one of the most common hazards in the United States. Floods can be caused by a variety of factors, including a sudden accumulation of rain, rising rivers, tidal surges, ice jams and dam failures.

OSHA and [NOAA](#) are working together on a public education effort aimed at improving the way people prepare for and respond to [severe weather](#). This page is designed to help businesses and their workers prepare for [floods](#), and to provide information about hazards that workers may face during and after a flood event.

Workers who have to respond to flooded areas face the greatest risks from floods, but all workers can help protect themselves by preparing evacuation plans and learning about the hazards commonly associated with floods.

The [Preparedness](#) page provides information on making an evacuation plan, emergency supply kits, and flood watches and warnings. This planning information can help you ensure that you are ready to evacuate in an orderly manner before rising waters impact your business or residence, or your evacuation routes.

The [Response/Recovery](#) page provides useful details on the hazards to avoid when flooding has occurred. This includes areas to avoid when using a vehicle, and safety and health hazards such as downed electrical lines, mold and wild animals.

Employer Responsibilities and Workers' Rights

Each employer is responsible for the safety and health of its workers and for providing a safe and healthful workplace for its workers. Employers are required to protect workers from the anticipated hazards associated with the flood response and recovery operations that workers are likely to conduct.

OSHA's role is to assure the safety and health of America's workers. The [OSHA at a Glance](#) (PDF*) publication provides information on the strategies and programs OSHA uses to promote worker safety and health. For additional information on Workers' Rights, Employer Responsibilities, and other services OSHA offers, visit OSHA's [Compliance Assistance/Outreach Page](#), [Workers Page](#) and [Publications](#).

LAGC Calendar:



June 2016:

June 1st – Northwest District Quarterly Meeting

June 2nd – Lafayette District Quarterly Meeting

May 31st – June 2nd – Traffic Control Technician/
Supervisor Course

June 3rd – From Project Manager to Project Leader

June 28th – 30th – Traffic Control Technician/
Supervisor Course

Visit the below website and click on Calendar for
additional information for each event:

<http://www.lagc.org/>



Letting of 6/8/2016 LA DOTD Headquarters

[Proposal: H.000169.6](#) UNION PACIFIC RAILROAD BRIDGE AT SICARD

DBE Goal: 10%

OJT Goal: 4 Trainees

ASPHALT PILOT PROJECT: This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION.

Description of work: clearing and grubbing, drainage structures, class ii base course, asphalt concrete pavement, precast concrete piles, precast prestressed concrete girder spans bridge, and related work.

Parish(es): Ouachita

Route(s): US 80

Federal Number: H000169

Estimated Construction Cost: \$5,000,000 to \$7,500,000

[Proposal: H.002260.6](#) LA 45: GOOSE BAYOU BRIDGE AND APPROACHES

DBE Goal: 10%

OJT Goal: 2 Trainees

ASPHALT PILOT PROJECT: This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION.

Description of work: clearing and grubbing, grading, drainage structures, pavement patching, class ii base course, lime treatment, asphalt overlay, precast concrete piles, treated timber piles, precast prestressed concrete girder spans bridge, and related work.

Parish(es): Jefferson

Route(s): LA 45

Federal Number: H002260

Estimated Construction Cost: \$2,500,000 to \$5,000,000

[Proposal: H.002474.6](#) LA 1061: LA 10 - LA 440

DBE Goal: 9%

OJT Goal: 1 Trainees

ASPHALT PILOT PROJECT: This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION.

Description of work: drainage structures, in-place treated base course, asphalt concrete overlay, and related work.

Parish(es): Tangipahoa

Route(s): LA 1061

Federal Number: H002474

Estimated Construction Cost: \$1,000,000 to \$2,500,000

[Proposal: H.003451.6](#) I-12 @ LA 434 INTERCHANGE LIGHTING

DBE Goal: 8%

OJT Goal: 1 Trainees

Description of work: grading, drilled shaft foundations, roadway lighting, and related work.

Parish(es): St. Tammany

Route(s): I-12 & LA 434

Federal Number: H003451

Estimated Construction Cost: \$500,000 to \$1,000,000

[Proposal: H.009391.6](#) LA 3188 DRAINAGE IMPROVEMENTS

DBE Goal: 12%

OJT Goal: 2 Trainees

ASPHALT PILOT PROJECT: This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION.

Description of work: drainage structures, pavement patching, asphalt concrete pavement, and related work.

Parish(es): St. John the Baptist

Route(s): LA 3188

Federal Number: H009391

Estimated Construction Cost: \$1,000,000 to \$2,500,000

[Proposal: H.011883.6](#) I-55 SIGNING: US 51 TO I-12

DBE Goal: 10%

OJT Goal: 1 Trainees

Description of work: signage and related work.

Parish(es): Tangipahoa

Route(s): I-55

Federal Number: H011883

Estimated Construction Cost: \$1,000,000 to \$2,500,000

What can SJB Group do for You?

SJB Group, LLC can provide free assistance to Prime Contractors in the following areas:

By acting as a liaison between the Prime Contractor and LADOTD for project information, and in problems occurring on the jobsite.

By informing of upcoming LADOT lettings, and project information for other agencies throughout the state.

By assisting you in developing an approved OJT Program.



Contact Us

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