

RECRUIT, TRAIN, RETAIN AND GROW

NCDOT

On-the-Job Training Program

**North Carolina Department of
Transportation
On-the-Job Training**

OJT

2023

Program Manual

Last Revised 01-10-2023

ojtutilization@ncdot.gov



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

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DEFINITIONS

Office of Civil Rights (OCR) – The North Carolina Department of Transportation Unit that administers: Title VI, Title VII (EEO), Americans with Disability Act (ADA), On-the-Job Training Program (OJT Program), Business Opportunity Workforce Development Program (BOWD), Disadvantaged Business Enterprise Certification Program (DBE), Equal Opportunity Contractor Compliance Program (EOCCP), and DBE Compliance Program.

NCDOT - North Carolina Department of Transportation

Federal-Aid Contract – Any contract between the NCDOT and a contractor that is paid for in whole or in part with federal assistance.

Supportive Services – Those services provided in connection with approved on-the-job training programs for highway construction workers and highway contractors which are designed to increase the overall effectiveness of training programs through the performance of functions determined to be necessary in connection with such program, but which are not generally considered as comprising part of actual on-the-job craft training.

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

Joint Venture Projects - Joint venture means an association of a firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills, and knowledge, and in which the firm is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

Consultant – a person or association that provides subject matter expertise and administrative support to the OJT program

Trainee – For the purpose of this program, a trainee is defined as the employee of a contractor participating in the OJT program to fulfill annual enrollment goal requirements.

FHWA - Federal Highway Administration

Coach/Supervisor – A contractor employee who provides instruction, guidance, and supervision to OJT program trainees.

Contractor OJT Representative –A contractor employee who administers the OJT Training program for that firm.

Minority - Black (having origins in any of the black racial groups of Africa); Hispanic (of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race); Asian American (having origins in any of the original peoples of the Far



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East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or American Indian and Alaskan Native (having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition).

Disadvantaged – Individuals or groups of people who are experiencing social and economic barriers. For purposes of enrollment for the OJT program in NC, the disadvantaged category includes persons with disabilities, those who are justice-involved, veterans, and any resident of a Tier 1 county.

STA – State Transportation Agency

Vendor Award Report – Report provided by the NCDOT/Division of Highway to review the contractor's contracts awarded for the last 3 years.

HCTA – Highway Construction Trade Academies



INTRODUCTION

The primary purpose of the OJT Program Contractor Manual is to inform and educate highway construction contractors about NCDOT's OJT Program.

The NCDOT has established a Federal On-the-Job Training Program in accordance with regulations of the FHWA at 23 Code of Federal Regulation, Part 230, Subpart A, Equal Employment Opportunity of Federal and Federal-aid Construction Contract. The primary reasons supporting the Federal requirements are to:

- Train and upgrade minorities, women, and disadvantaged persons to journeyman level status in the highway construction industry.
- Establish a plentiful and well diverse pool of skilled workers for the highway construction industry; and
- Demonstrate that equal opportunity exists in the highway construction industry.

The NCDOT OJT Program is administered through the Z-10 Standard Special Provision (Appendix A), On-the-Job Training Program – included in all federal-aid Department highway construction contracts.

Nondiscrimination Statement

The Department, under Title VII of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion color, national origin, sex, age, and disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

Nondiscrimination Authorities

Title VI of the Civil Rights Act (1964)

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance".



Form FHWA 1273

According to the FHWA 1273 Special Contract Provisions, Section II.6(b), the contractor shall make full use of training programs, i.e., apprenticeship and on-the job training programs for the geographical area of contract performance.

Title 23 CFR 230

Legislation applicable to all state transportation agencies that receive federal financial assistance in connection with the Federal-aid Highway Programs. Subpart A requires establishment of the on-the-job training program and on-the-job training supportive services programs.

FEDERAL GUIDANCE

THE UNITED STATES CODE OF FEDERAL REGULATIONS, TITLE 23, PART 230.107(b) reads in part as follows:

Federal-aid highway construction projects. It is the policy of the FHWA to require full utilization of all available training and skill-improvement opportunities to assure the increased participation of minority groups and disadvantaged persons and women in all phases of the highway construction industry.

To accomplish and fulfill this policy, the FHWA has established a Training Special Provision which generally applies to all federal aid projects over \$10,000. The Federal Training Special Provision generally includes such wording as:

- Training and upgrading of minorities, women, and disadvantaged persons toward journeyman status is the primary objective of this Training Special Provision. Accordingly, the contractor shall make every effort to enroll minority trainees and women to the extent that such persons are available within a reasonable area of recruitment.
- This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.
- The contractor shall provide on-the-job training aimed at developing a full journeyman in the type of trade or job classification involved.
- The NC contractor-based OJT Program will allow a contractor to train employees on Federal, State and privately funded projects located anywhere in North Carolina. However, priority shall be given to training employees on NCDOT Federal-Aid funded projects.



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- The contractor may allow trainees to be trained by a subcontractor provided that the contractor retains primary responsibility for meeting the training requirements imposed by this special provision. The contractor shall also ensure that this training special provision is made applicable to such subcontractor. However, only the contractor will receive credit towards the annual goal for the trainee.
- Where feasible, 25 percent of trainees in each occupation shall be in their first year of training.
- The number of trainees shall be distributed among the work classifications based on the contractor's needs and the availability of journeyman in the various classifications within a reasonable area of recruitment.
- The contractor shall submit to the STA for approval the number of trainees to be trained in each selected classification.
- No employee shall be employed as a trainee in any classification in which they have successfully completed a training course leading to journeyman status or in which they have been employed as a journeyman.
- It is the intention of these provisions that training be conducted in the construction crafts or operators.
- Training is permissible in lower-level management positions such as office engineers, estimators, etc., where the training is oriented toward construction applications.
- It is normally expected that a trainee will begin training on the construction project as soon as possible after beginning work in the craft skill involved. The trainee will remain on the project if training opportunities exist in the craft skill or until the training program is completed.
- The contractor shall explain the OJT program goals and objectives to the trainee and furnish a copy of the training classification outline to be followed.
- The contractor will provide for the maintenance of records and furnish monthly reports documenting company compliance under this Training Special Provision to the On-the-Job Training (OJT) Program Unit. Also, the contractor will submit all enrollee information on the NCDOT/OJT SharePoint system.
- Upon completion of and graduation from the OJT program, the contractor shall provide each trainee a company certificate showing the classification and length of training satisfactorily completed.
- If a trainee quits or is terminated before completing at least **50%** of the program, the contractor will not be credited for that trainee. The contractor must replace the



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- terminated trainee. The contractor will only receive credit for trainees that have completed at least **50%** of the scheduled training program hours.

OJT Defined

The North Carolina Department of Transportation administers a contractor-based – versus contract-based - version of the Federal OJT Program.

The flexibility of the NCOJT Program allows a contractor to train employees on all types of projects. These projects can be Federal, State, and/or privately funded. However, the projects must be in North Carolina, and the training must meet the requirements outlined in this “On-the-Job Training Program” Manual. Also, the priority must be given to training trainees on all NCDOT Federal-aid and State-funded projects.

ROLES AND RESPONSIBILITIES

INTERNAL	RESPONSIBILITIES
NCDOT OCR OJT Unit	Assist the contractors in the process of complying with the OJT Program Oversight of consultants Manage program data collection Manage program reporting Manage all fiscal aspects of supportive services Approval of all activities Coordinate and Schedule trainee’s interviews
NCDOT Resident Engineer	<i>The Resident Engineer no longer has any official responsibilities toward the OJT Program.</i>
OJT Consultants	Assist NCDOT OJT with interviews Provide case management Request supportive services for trainees Report any concerns

EXTERNAL	RESPONSIBILITIES
Contractor	The contractor is to assign the trainee to a skilled craftsman, foreman, supervisor, or mentor who serves as the OJT Trainee Coach. The Trainee Coach will be responsible for the day-to-day training and mentoring of the trainee and who will share the appropriate skills associated with the classification for which the



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	<p>trainee is enrolled.</p> <p>The contractor shall only count hours training within the classification for which the trainee is enrolled. If such classification is not necessary for some time or on a project, the contractor should attempt to continue to employ the trainee by assigning them other duties. No hours shall be counted for work performed while a trainee is assigned to other duties that are not in their OJT classification.</p> <p>The contractor shall only count the hours earned while the trainee is performing work in North Carolina.</p> <p>The contractor shall provide a program orientation to the OJT Trainee Coach as well as the OJT Trainee. The orientation shall include at a minimum, a review of individual responsibilities during the training program and copies of the training syllabus for the job classification.</p> <p>The Contractor shall instruct the trainee in safe and healthful work practices and shall ensure that the trainee is trained in facilities and other environments that comply with all applicable safety and health laws and regulations of the United States and the State of North Carolina.</p>
Contractor OJT Representative	<ul style="list-style-type: none"> Administer OJT program on behalf of Contractor Ensure OJT Coach and Trainees are oriented Attend all mandatory OJT training Enroll trainees Report trainee hours
OJT Coach	<ul style="list-style-type: none"> Supervise trainee/s on the worksite Trains trainees according to the job classification Complete monthly training logs
OJT Trainee	<p>The trainee shall diligently perform work assigned by the employer. The trainee shall learn all duties as outlined in their enrolled classification.</p> <p>The trainee shall immediately notify their employer should something happen, that would adversely affect the company or employment status.</p> <p>The trainee shall be aware of the on-going progress toward completing the OJT Program and notify a supervisor of circumstances for which their progress is halted or delayed. <i>This may involve notifying someone above an immediate supervisor.</i></p> <p>The trainee shall be aware of their employer's rules and regulations and what steps to take should any issues arise while enrolled in the OJT Program.</p>



PROGRAM ADMINISTRATION

The NCDOT OJT Program is administered according to the following annual steps and components:

1: Development of Statewide Annual OJT Training Goal

To ensure the annual participation by all qualifying contractors is equitable in the number of assigned trainees, NCDOT changed the methodology for 2022. This year the selection is based on central and division lets. We excluded state projects to comply with 23 CRF Part 230.

2: Contractor Annual OJT Trainee Award Notification Packet

Once OJT Program Management determines the number of trainees assigned, the contractor enters into an agreement with the Department to provide a self-operated on-the-job training program throughout the year. This agreement includes a specific number of annual training slots.

Upon OJT Acknowledgment Agreement being returned, NCDOT OJT will send out the annual On-Boarding Packet which will consist of:

- Welcome Letter with link to [NCDOT OJT Homepage](#) for quick access to:
- Digital Manual
- SharePoint Registration
- OJT Classifications
- Copy of Contractor Agreement with all signatures

NCDOT will follow up with contractors who have not returned their agreement by the designated due date. Please note that those contractors who fail to submit the agreement in a timely manner may be taken off the NCDOT's Bidders List.

3: Contractor Registration/Confirmation NCID for SharePoint Access

NCDOT OJT Program will be using the online SharePoint system for OJT trainee enrollment, interviews, and monthly reporting. All contractors must sign up with a Business NCID by using the link: [NCID REGISTRATION](#)



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Registration Information

If this is the first time you are accessing NCDOT On-The-Job training forms, and you do not have an NCID; you are required to register to create an NCID account. Please refer to the instructions below. You will also be required to get permission to access the site once you have created your NCID account.

The Registration process has two major steps:

1. Create a North Carolina Identity Management (NCID) account if you do not have one. NCID is an identity management and access service provided to state, local, business & individual users. NCDOT uses NCID accounts to provide secure access to non-public parts of the NCDOT website. If you do not have an account, follow these instructions to:

[Get an Account](#)

2. Register your NCID for access to NCDOT OJT Forms. Please provide your

- o **NCID Business ID**
- o **Full Name**
- o **Title**
- o **Email address**
- o **Contractor Name**

[Register](#)

Access OTJ Training Forms

Once Registered, Login to the North Carolina Department of Transportation On-The-Job Training site and access OTJ forms.

[Login](#)

[Access to the SharePoint](#)

Once you have obtained the approval from the OJT Program Management, you can login to access to the OJT Training Forms.

4: Contractor Reporting

There are four (4) web-based reporting forms in SharePoint:

- A. Trainee Enrollment Form (Appendix A)
- B. Monthly Training Form (Appendix B)
- C. Trainee Completion Form (Appendix C)
- D. Trainee Classification Change Request Form (Appendix D)
- E. New Classification Request Form (Appendix E) this form will be included in SharePoint soon.



On-The-Job Training Forms Home

Privacy Policy Statement/Agreement*

** All users accessing this site must agree to the On-The-Job Training Program's Privacy Policy*

Click the button to view the policy and submit agreement.

Privacy Policy Form

On-The-Job-Training Trainee Forms

Trainee
Enrollment Form

Trainee Exit Form

Monthly Training
Form

Classification
Change Form



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Trainee Enrollment Form (Appendix A)

Contractor Information – The contractor must complete all the required information related to the OJT Representative and Coach/Supervisor for each Trainee

Trainee Information – The contractor must complete the information required and related to the trainee.

Training Monthly Report Form – (Appendix B)

The contractor will use this form to input the information related to trainee's completion of hours. Please follow the instructions stated on the form. To provide better customer service, the OJT Unit is in the process of revising the monthly training report.

Trainee Completion Form – (Appendix C)

If the trainee completed the training successfully, the contractor must attach the Contractor's Certification. Please follow the instructions stated on the form.

Contractors are required to report the ongoing employment and training information for each trainee, including:

Trainees Must be Enrolled in an Approved Training Classification: The NCDOT has established common training classifications and their respective training requirements, which shall be used by NCDOT contractors. The classifications established by NCDOT are not all-inclusive. Contractors may submit new classifications for specific job functions their employees are performing. The NCDOT reviews and recommends for acceptance to FHWA the new classifications proposed by contractors. Contractors shall notify the NCDOT regarding any changes to their approved classifications.

New classifications must meet the following requirements:

Proposed training programs are reasonable and realistic based on the job skill classification needs, and

- The number of training hours specified in the training classification is consistent with common practices and provides enough time for the trainee to obtain journeyman level status
- Contractors receive credit for training their workforce on any type of project, regardless of the funding source, if the trainee remains in the same job classification as originally enrolled. Trainees may be transferred between projects if required by the contractor's workload scheduling.

➤ **Proficiency Standards:** The NCDOT does not scrutinize individual worker



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proficiency as a measure for compliance with the OJT Program. The NCDOT and FHWA do advocate that the goal of the program is to generate effective highway construction trade workers and that it is in the contractor's interest to retain proficient workers.

- **Required Wage Rates During the Training Period:** In no instance shall a trainee be paid less than the local minimum wage. It is the contractor's responsibility to adhere to whichever minimum rate will satisfy both the NCDOL and the NCDOT. More information regarding the Davis-Bacon can be obtained from the NCDOL. Contractors are generally permitted to compensate trainees on a graduating pay scale based upon a percentage of the prevailing minimum journeyman wages (Davis-Bacon Act). According to the FHWA, minimum pay shall be as follows:
 - 60 percent of the journeyman wage for the first half of the training period,
 - 75 percent of the journeyman wage for the third quarter of the training period,
 - 90 percent of the journeyman wage for the last quarter of the training period.

- **Reimbursement for Training:** The NCDOT no longer has a "trainee" pay item and does not reimburse for training.

5: Available Supportive Services

As a part of OJT, all trainees may receive Supportive Services.

For this program Supportive Services are defined as resources that ensure trainees complete the program. These may include temporary or emergency assistance with daycare and transportation, plus case management provided by OJT staff and/or in-field consultants. Advanced Skill Training are supportive services opportunities for Trainees to attend classes or additional training opportunities that support the OJT classification they have been enrolled in. These specialty trainings are part of NCDOT OJT supportive services and can include CDL Class B, OSHA-30, and Heavy Equipment Operation training, among others, provided by approved vendors around the state.

6: OJT Trainee Orientation

Each contractor is required to provide trainees with an OJT Orientation. During the orientation, potential OJT Trainees should be educated on the NCDOT OJT Program as follows:

- Provided with OJT Trainee Guide
- Provided a copy of the training classification requirement
- Provided with a copy of wage requirement
- Provided a copy of company's EEO Policy and Discrimination complaint procedure



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- Provided time/space to watch OJT Welcome Video
- Schedule initial interview
-

7: OJT Trainee Interviews

As a part of OJT, trainee case management is provided. For this program, case management is defined as three distinct touch points – or trainee interviews - during the training process, where a designated member of the NCDOT OJT team engages with trainees to verify initial and continuous enrollment; gather feedback regarding the program experience; and conduct a worksite visit. There is also a follow-up interview to check on continued progress and retention.

- **Initial Interview:** Initial Interviews will be scheduled with an OJT Representative and should be conducted during work hours at the jobsite. Initial Interviews should be scheduled within 30 to 45 days of enrollment.
- **Mid-Point Interview:** The mid-point interview will be conducted for those trainees who must complete more than 1000 hours training. The interview will be conducted when the trainee has completed a least 50% of the training.
- **Exit Interview:** A final OJT interview will be scheduled with the OJT Representative when a trainee has 100% of training complete and should be conducted during scheduled work hours using the communication tool provided by NCDOT OJT.
- **Follow-Up Interview** – A follow up interview will be conducted within 9 to 12 months after the trainee completes the training.

8: Support, Monitoring, and Annual Closeout

NCDOT OJT Unit conducts the following activities for data collection and reporting purposes:

Annual Report: The OJT Program Unit prepares an annual report for submittal to the FHWA. The report contains information such as accomplishments, enrollments, graduations, and demographics of trainees.



NCDOT OJT annual program schedule of yearly events is as follows:

- **November** - The OJT Program calculates and assigns the yearly training goals for the upcoming calendar year.
- **December**- Host annual program closeout meeting of the current year and onboarding of upcoming year
- **January** - Contractors will receive an agreement letter from the OJT Program that contains the required number of trainees the contractor is required to enroll and train. The contractor has 15 calendar days to sign and return the agreement.
- **Enrollment** - Contractors with less than 15 trainees have until **July 31** to complete 100% of the enrollment. Contractors with more than 15 trainees have until **December 1** to complete the enrollment. The OJT Program highly recommends that the contractors enroll trainees before this date to allow adequate time for training and graduating from the assigned classification. This is not the same as the last date to train. Once enrolled, trainees do not have a deadline to complete, although it is highly recommended that they finish as quickly as possible.
- **Throughout the year**- The OJT Program conducts Interviews with Trainees who are enrolled or recently have graduated the program. Interviews are also held with the Contractor OJT Representative to ensure that all goals are being reached

Contractor requirements with the OJT Program

1. **Return Annual OJT Acknowledgement on or before the deadline** NCDOT will follow up with contractors who have not returned or responded.
2. **Submit monthly trainee reports for all enrolled trainees by the 10th each month.**
3. **Submit the final report with contractor's certification.**

JOINT VENTURES Please contact the AOJT Unit if you have a question related to a Joint Venture or Design-Build project.

Online Documents and Forms

Documents

- Sample Annual Agreement Letter for OJT Program
- Company Graduate Certificate
- Copy of Special Provision Z-10
- Copy of Informational Brochure for Mentor/Coach and Trainees (English)
- Copy of Informational Brochure for Trainees in Spanish



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OJT Program Forms (For reference purposes) use online website

- Copy of Trainee Enrollment Form
- Copy of Monthly Trainee Report Form
- Copy of Trainee Completion Form

Trainee Feedback Forms

- Copy of Initial Interview Form
- Copy of Worksite Visit Interview Form
- Copy of Exit Interview Form

OJT Program Supportive Services

Highway Construction Trades Academies (HCTA)

In addition to the OJT program objectives, the NCDOT OJT program is collaborating with community partners and other workforce stakeholders to develop Highway Construction Trades Academies (HCTA) around or near NCDOT highway work zones and Tier 1 counties. The OJT program will support academies through federal funds, subject matter expertise, and guidance through the process. Our goal is to increase workforce readiness and create job opportunities in the highway construction industry in North Carolina.

Contractors are encouraged to recruit from the HCTAs located throughout the state to help meet training goals and increase workforce development and diversity.

Construction Career Days (CCD)/Career Expos

The OJT program also sponsors or is involved in several career exposure, engagement, and education events around the state for middle and high schoolers to adults annually. Contractor participation in these construction career fairs is also encouraged as part of additional good faith efforts.



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Contact Information

North Carolina Department of Transportation On-The-Job Training Program
Mailing Address: 1511 Mail Service Center Raleigh, NC 27699
1511
Physical Address: 750 N. Greenfield Parkway, Garner, NC,
27529

Email: OJTutilization@ncdot.gov



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Appendix A: Trainee Enrollment Forms

North Carolina Department of Transportation
On The Job Training Program
Trainee Enrollment Form

Contractor Information

* Indicates Required

Today's Date:

Select your contractor organization from this list

Contractor OJT Representative

First Name * Last Name* Title *

Phone Email * Division

Address *

City *

State

Zip Code *

Coach/Supervisor for Trainee

First Name *

Last Name*

Title *

Phone *

Trainee Information

* Indicates Required

* Start Date

First Name*

Last Name*

Middle Initial

OJT Classification

Hours Required *

Last 4 Digits SSN *



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

Employment Status *

Address *

City *

State

Zip Code *

Trainee's email address

Phone *

Date of Birth *

Is this trainee a Highway Construction Trade Academy Completer? *

Is this employee a dislocated worker? *

Does this employee have a documented disadvantage? *

If yes, please select all that apply

Formerly Incarcerated

Disability

Other

Is the trainee address entered in one of the listed counties? *

*Yes? Select **county** from dropdown list*

*No? Select **No** at the top of the dropdown list*

Gender *

Race*

Veteran Status *

Education Level *

Current Wage per Hour \$ *

Driver's License or State ID # *

Driver's License or State ID State

Expiration Date *

Did the trainee attend any of the Construction Career Events while in High School?

If yes, please indicate the location and year of the event attended.

Contractor Representative Attestation

As Contractor Representative, I hereby certify that I have presented this employee with a copy of his/her training program and have explained the program to his/her full understanding. To the best of my knowledge this employee has not successfully completed a training program leading to journeyman level status in this classification or ever been employed as journeyman in this classification.

Date



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

Appendix B: Monthly Training Report

North Carolina Department of Transportation
On The Job Training Program
Monthly Training Report

Trainee Information

** Indicates Required*

Today's Date:

Select your contractor organization from this list: *

Choose a Trainee from this list: *

Note: Forms submitted without a trainee's name will not be accepted

Trainee Status *

Note: If Inactive, please explain in the comment section below.

Contractor OJT Representative Contact Information

Contractor OJT Representative's Email *

Report Information

Reporting for the month of

Job Classification-Required Training Hours *

Previously earned hours brought forward *

Hours earned this report *

Observation and/or Comments:

Anticipated Graduation Date *

Is this the final report?

Contractor Representative Attestation

I certify that the above information is true and correct.

Date *



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

Appendix C: Trainee Completion Form

North Carolina Department of Transportation
On The Job Training Program
Trainee Exit Form

Trainee Information

* Indicates Required

Today's Date:

Select your contractor organization from this list: *

Select

Choose a Trainee from this list: * (REQUIRED)

Note: Forms submitted without a trainee's name will not be accepted

Contractor OJT Representative Contact Information

Contractor OJT Representative's Email *

Reason For Exiting The OJT Program

Date of Exit *

Was exit voluntary or involuntary? *

Select

Reason for Exit *

Trainee's hourly wage at time of exit from program *

Comments: *

If graduating, do you feel this individual has gained sufficient competency in this training classification?

Select

Upload Files

**** In order to receive credit for the completion of the trainee, upload a copy of a completed company certificate. ****

IMPORTANT NOTE: Once you press the submit button you will not be able to return to this form. This form **does not have a save and return** mechanism. You can only submit once.

Upload Requirements:



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

- All files must be selected at the same time - **Upload all files at once**

How to select multiple files to upload:

- Store all files for upload in the same folder on your computer
- Click **Browse** button and navigate to the folder where the files are stored
- For **individual files**: Hold down the Ctrl key and click individual file(s) for upload
- For a **group of files**: Click the first file you want to select, hold down the Shift key and click the last file you want
- After you release the Ctrl or Shift key, click the **Open** button
- Uploads are limited to a **maximum of 5 files**
- Uploads are limited to a **maximum upload size of 10MB**
- **Accepted file types:**
 - **.pdf** (Portable Document Format; Adobe Acrobat)
 - **.doc, .docx** (Microsoft Word Document)
 - **.txt** (Plain Text)
 - **.zip** (ZIP Compressed file archive)

Upload Files:

If for some reason you are not able to upload your files, please email them to ojt@ncdot.gov

Contractor Representative Attestation

I certify that the above information is true and correct.

Date



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

Appendix D: Trainee Classification Change Request

North Carolina Department of Transportation
On The Job Training Program
Trainee Classification Change Request Form

Contractor & Trainee Information

* Indicates Required

Today's Date: *

Select your contractor organization from this list: *

Select

Choose a Trainee from this list: * (REQUIRED)

Note: Forms submitted without a trainee's name will not be accepted

Contractor OJT Representative Contact Information

Contractor OJT Representative's Email Address: *

Job Classification Change Information

Original Classification:

Original Hours: *

Original Start Date: *

New Classification:

New Hours: *

New Start Date: *

Reason for this request: *

Contractor Representative Attestation

I certify that the above information is true and correct.

Date



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

Appendix E: New Classification Request Form

New Classification Request Form

Occupation Title: _____

Training Description:

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: __ WEEKS OR
_____ HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	—
B. Equipment;	—
C. Materials selection; and	—
D. Observation of skilled worker.	—
APPLIED TECHNIQUES	
A. Safety procedures;	—
B. _____; and	—
C. _____.	—
ACTUAL OPERATIONS	
A. Safety procedures;	—
B.	—
C.	—
TOTAL	—



OJT TRAINING CLASSIFICATIONS



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ASPHALT DISTRIBUTOR

Drives asphalt distributor. Sets spray bar on manual, automatic, or semi- automatic distributors for applying liquid asphalt. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE

*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety Procedures;	5
B. Observation (as passenger) of a machine in operation; and	35
C. Starting and manipulating valves and levers to distribute material and move equipment	30
CARE AND MAINTAINENCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating, and servicing	35
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures.	5
B. Regulates valves and levers to distribute oil or bituminous liquid for highway resurfacing;	120
C. Operation of equipment	805
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ASPHALT LABORATORY TECHNICIAN (LEVEL 1)

The Asphalt Laboratory Technician is familiar with asphalt controls, operation, and repairs. Pulls samples of asphalt for testing as necessary. Capable of testing asphalt mixtures for process control, prepare paperwork and submit to proper agencies. Attend introduction to asphalt class and level 1 tech class presented by N.C. Department of Transportation personnel and pass the written test on both. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	20
B. Observation of plant controls and operations;	40
C. Starting and manipulating levers for moving Equipment and attachments; and	15
D. Care and maintenance of equipment.	100
ACTUAL SAMPLE PROCESSING	
A. Assist in taking samples, processing samples of different types of asphalt mix and processing paperwork.	820
REQUIREMENTS	
A. Attend introduction to asphalt class and pass written test; and	15
B. Attend level 1 technician class and pass written test for certification by NCDOT.	30
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ASPHALT PAVING MACHINE SCREED OPERATOR

Manipulates hand or foot levers to control movement of paving machine which spreads and levels asphaltic concrete; regulates height and width of screed. Observes distribution of paving material along screed and controls direction of screed to eliminate voids at curbs and joints. Regulates temperature of asphalt; sets and maintains electronic controls for longitudinal and transverse grades. Regulates system to allow fully automatic paving, familiar with various manufactures' paving equipment. Performs routine fueling, lubrication and adjustment as needed. Performs other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures; and	20
B. Observe machine in operation and become familiar with various manufactures' equipment.	40
CARE AND MAINTENANCE	
A. Safety procedures; and	20
B. Routine fueling, lubrication, and servicing.	145
ACTUAL OPERATION OF EQUIPMENT	
A. Safety procedures;	10
B. Screed regulation indoctrination and operation; and	120
C. On-The-Job operation.	685
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ASPHALT PLANT OPERATOR

Operates asphalt plant controls to weigh and deliver specified quantities of asphalt cement to dryer for heating, and to mixer for mixing and dumping into trucks. Maintains proper heat in dryer by adjusting thermostatic controls and maintains proper flow of materials. Assists in maintenance and repair of plant equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	10
B. Observation of controls in operation; and	40
C. Starting and manipulating levers for moving equipment and attachments.	40
CARE AND MAINTENANCE	
A. Safety procedures;	10
B. Routine fueling, lubrication, and servicing; and	160
C. Assists in maintenance and repair of plant equipment.	200
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	10
B. Operation of Plant	570
Total	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ASPHALT ROADWAY TECHNICIAN

Is familiar with roadway operations, equipment, inspections and calibrations. Capable of performing the necessary calculations (i.e. rate of spread, tons required, and test sections for density). Prepare paperwork and submit to proper agencies. Attend introduction to asphalt class and QMS Roadway class presented by NCDOT and pass the written test on both. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety Procedures;	20
B. Ethical Policy;	20
C. Observations of paving operations;	40
D. Equipment and attachments; and	20
E. Care and maintenance of equipment	100
ACTUAL INSPECTION AND DENSITY TESTING	800
A. Assist in visual inspections (preparation of existing roadway for overlay, equipment, mat texture and temperature) (establish a roller pattern to achieve required density, calculate the amount of test sections, and conduct the density testing for such).	
REQUIREMENTS	
A. Attend introduction to asphalt class and pass written test; and	10
B. Attend NCDOT QMS Roadway class and pass written test	30
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ASSISTANT PROJECT MANAGER

Assists in the supervision and coordination of the activities of subcontractors and workers of a given project. Both produces and studies production schedules, analyzes and evaluates costs, maintains and requires a safe working environment and helps in the overall management of a given project as to ensure its profitability and quality.

TRAINING OUTLINE

*APPROXIMATE TRAINING TIME: 52 WEEKS OR
2080 HOURS*

REQUIREMENTS	HOURS
ADMINISTRATION	
A. Interpreting company policy to subcontractors and workers, enforcing safety regulations, producing and maintaining production records, coordinating work schedules of subcontractors and company personnel, recruiting and inspection of materials.	280
PRODUCTION	
A. Receives instructions and specifications from Project Manager and transmits it to subcontractors and company personnel. Interprets blueprints, specifications and job orders. Assists Project Manager in solving job-site problems. Regularly performs all tasks assigned to him/her.	1500
PERSONNEL	
A. Supervises project in the absence of Project Manual recommends personnel actions, such as promotions, transfers, discharges, and disciplinary action. Trains and orients new employees and/or trainees.	300
TOTAL	2080

SUGGESTED RELATED TRAINING

Red Cross First Aid Certification, Industry Safety Publications, Blueprint Reading, Industrial Relations, Personnel Management, Contracting Laws, EEO, etc. The trainee shall be given instruction and training in all branches of the occupation listed in the REQUIREMENTS as necessary to become skilled in the occupation. The work experience need not be in the precise order as listed, nor do the scheduled of any operation production schedule.



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

BACKHOE OPERATOR

Operates backhoe, such as on the rear of utility tractor and on other equipment, for the purpose of digging and excavating. May oil, grease and make normal operating adjustment to equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 18 WEEKS OR
720 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation of machine and operation; and	20
C. Starting, manipulating levers for moving equipment and attachments.	20
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating, and servicing	70
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	5
B. Trenching operations;	275
C. Excavation for footing, structures, etc.; and	280
D. Special application and functions.	40
TOTAL	720



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

BRIDGE CARPENTER

Lays out work plans or sketch. Builds wooden structures, such as concrete form, falsework, 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.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 52 WEEKS OR
2080 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND SAFE USE OF TOOLS OF THE TRADE	
A. Safety Procedures;	120
B. Use of Power and Hand Tools; and	160
C. Materials Section.	40
APPLIED TECHNIQUES OF BRIDGE CONSTRUCTION CARPENTRY	
A. Safety Procedures;	80
B. Pier, pile and cap formwork;	520
C. Decking formwork;	520
D. Parapet and hand railing formwork;	80
E. End wall formwork;	80
F. Reading and Application for Blueprint or Construction Plans;	60
G. Basic Form Design Familiarity; and	20
H. Stripping and Salvage of Forms for Reuse.	400
TOTAL	2080



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

BRIDGE WORKER

Builds formwork, false work, pouring of concrete, erects scaffolding, installation of reinforcing steel, installation of anchor bolts, the erection of support members and bridge superstructure construction, and construction of bridge approaches.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 22 WEEKS OR
880 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Bridge construction safety;	20
B. Power and hand tools; and	20
C. Observation of operations.	20
APPLIED TECHNIQUES OF BRIDGE CONSTRUCTION	
A. Construction of concrete substructures including basic formwork, pouring of concrete pour preparations, stripping of forms, and salvage for reuse and cleaning;	280
B. Installation of reinforcing steel;	100
C. Construction of bridge superstructure including decking, overhangs, parapets, approach slabs, pouring and finishing of concrete;	200
D. Rigging and Erection including installation of bridge beams and all precast concrete items; and	120
E. Construction of Bridge Approaches including power tool operations such as jack hammers, vibrators, tampers, pavement breaker and chainsaws. Also develop a basic understanding of highway grading.	120
TOTAL	880



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

BULLDOZER OPERATOR

Operates tractor with blade attached across front to excavate, level and distribute earth and to push trees and rocks. Fastens attachments to tractor, connects hydraulic hoses, belts, mechanical linkage or power takeoff shaft to tractor to provide power to raise, lower or tilt attachment. Operates controls to manipulate tool bars, carriers, and disks. Operates controls to maneuver tractor and raise, lower and tilt attachments to clear right-of-way. Listen for stalling action of engine to estimate depth of cut. Operates bulldozer in successive passes to raise or lower terrain to specified grade following markings on grade stakes or hand signals. May service and make normal operating adjustments to equipment.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 21 WEEKS OR
840 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation (as a passenger) of machine in operation; and	35
C. Starting and manipulating levers for moving equipment and attachments.	30
ENVIRONMENTAL CONSIDERATIONS	10
SAFETY ASSOCIATED WITH THIS OPERATION	25
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating, and servicing.	35
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	10
B. Movement and stockpiling of material;	160
C. Pushing and rough grading;	135
D. Clearing and grubbing;	135
E. Finish grading; and	185
F. Special application.	70
TOTAL	840



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

BULLDOZER (UTILITY)

Operates rubber tired or crawler type bulldozer performing work not requiring skill of regular bulldozer operator. Performs work such as, but not limited to, moving materials in stockpile, rough work on grade, pusher for loading scrapers and earthmovers, etc. Operates tractor with other attachments such as, but not limited to, clearing rake, ripper, stumper, push block, etc. May oil, grease, service and make normal operating adjustment to equipment. May perform other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 18 WEEKS OR
720 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation (as a passenger) of machine in operation; and	35
C. Starting, manipulating levers for moving	
D. Equipment and attachments.	30
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating, and servicing.	35
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	5
B. Movement and stockpiling of material;	150
C. Pushing and rough grading;	125
D. Clearing and grubbing;	125
E. Finish grading; and	175
F. Special application.	30
TOTAL	720



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CARPENTER (LEAD)

A Lead Carpenter will supervise the crew to include recruitment, training, and direct supervision. They will be responsible for coordinating work with regard to inspection, material supply, and equipment required as well as keeping personnel records to include payroll time and administering company personnel policy.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME 52 WEEKS OR
2080 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Understanding the function of the job	200
B. Understanding Company timekeeping and payroll procedures	15
C. Understanding Company EEO policy	15
D. Understanding Company Safety Policy	50
E. Supervisory instruction	200
ADVANCED BLUEPRINT OR CONSTRUCTION PLAN READING	100
APPLIED TECHNIQUES OF BRIDGE CONSTRUCTION	
A. Equipment supervision and maintenance	200
B. Care of materials and job site security	150
C. Operational planning and cost control	200
D. Familiar with standard specs	350
E. Able to communicate effectively and to be able to get along with employees, inspectors, and the DOT	200
F. Understanding of grades, super elevations, vertical curves, Etc.	400
TOTAL	2080



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CARPENTER

Lays out work plans or sketch. Builds wooden structures; such as concrete form, falsework, 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.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND SAFE USE OF TOOLS OF THE TRADE	
A. Power and hand tools; and	20
B. Materials selection.	20
APPLIED TECHNIQUES OF HIGHWAY CONSTRUCTION CARPENTRY	
A. Safety procedures;	5
B. Pier, pile and cap formwork;	145
C. Decking formwork;	150
D. Parapet and hand railing formwork;	150
E. End wall formwork; and	150
F. Box culverts, inlets and headwall formwork.	150
BLUEPRINT OR CONSTRUCTION PLANS READING AND BASIC FORMS DESIGN FAMILIARITY	50
A. Safety procedures.	95
STRIPPING AND SALVAGE OF FORMS FOR REUSE	95
A. Safety procedures.	5
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CONCRETE FINISHER

Finishes wet concrete 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.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation of use of straight edges, floats and steel trowels;	25
C. Observation of forming a finishing of edges and joints; and	25
D. Observation of use of concrete finishing machine.	15
CARE AND MAINTENANCE	
A. Safety procedures;	5
B. Routine cleaning work area and materials holding materials, tools, and handling canvas belting or burlap strips; and	195
C. Routine fueling, lubricating and servicing.	50
ACTUAL OPERATION OF EQUIPMENT	
A. Safety operating procedures;	10
B. Basic operation of tools;	200
C. Forming and finishing edges, joints, curbs, gutters, paving and structures; and	310
D. Operation of trowels, straight edges, floats or finishing machine.	200
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CONCRETE PAVING MACHINE OPERATOR

Operates a self-propelled machine which levels fresh concrete to exact grade contour. Starts and operates machine, engages clutch and shifts gears to control machine's movement. Moves levers and adjusts paver to raise or lower attachment that spreads concrete. Observes surface of concrete to point out low spots for workers to add concrete. Operates machine with attachment to successively vibrate, screed, strike-off (remove excess), float surface of concrete, to spray curing compound and cut expansion joints. When cutting expansion joints, places strips 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. When operating machine to screed and float surface, is designated CONCRETE FINISHING MACHINE OPERATOR. May be designated according to specific function of machine attachment as CURING MACHINE OPERATOR, PAVING SAW OPERATOR, LONGITUDINAL FLOAT OPERATOR, SCREED OPERATOR, SPREADER OPERATOR, STRIKE OFF MACHINE OPERATOR, and other applicable attachments.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	20
B. Observe machine in operation; and	30
C. Starting and manipulating levers for moving equipment and attachments.	80
CARE AND MAINTENANCE	
A. Safety procedures; and	20
B. Routine fueling, lubrication and servicing.	145
ACTUAL OPERATION OF EQUIPMENT	
A. Safety procedures;	20
B. On-The-Job operation; and	685
C. Daily cleaning and preventive maintenance.	40
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CONCRETE PAVING PLACER OPERATOR

Operates a self-propelled machine which levels fresh concrete to exact grade contour. Starts and operates machine, engages clutch and shifts gears to control machine's movement. Moves levers and adjusts paver to raise or lower attachment that spreads concrete. Operates machine with attachment to a conveyor belt. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties. Operator raises and lowers belt to receive or place concrete depending on which machine the operator is using.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Observe machine in operation; and all others in area	20
B. Starting and manipulating levers for moving Equipment and attachments	30
C. Starting and manipulating levers for moving equipment and attachments.	80
CARE AND MAINTENANCE	
A. Safety procedures; and	20
B. Routine fueling, lubrication and servicing.	
C. Removing excess concrete after each shift	145
ACTUAL OPERATION OF EQUIPMENT	
A. Safety procedures;	20
B. On-The-Job operation; and	685
C. Daily cleaning and preventive maintenance.	40
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CONCRETE PAVING TILER OPERATOR

Operates a self-propelled machine which rolls over the fresh concrete. Starts and operates machine, engages clutch and shifts gears to control machine's movement. Moves levers and adjusts paver to raise or lower attachment that spreads concrete curing compound. Operates machine with attachment to successively spray curing compound. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	130
A. Safety procedures; and	
B. Observe machine in operation; and	
C. Starting and manipulating levers for moving Equipment and attachments	
D. Knowing the right time to start curing	
CARE AND MAINTENANCE	
A. Safety procedures; and	20
B. Routine re-filling of cure tank, lubrication and servicing	145
EQUIPMENT OPERATION	
A. Safety procedures	20
B. On-the-Job operation	685
C. Daily cleaning and preventive maintenance	40
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CONCRETE PLANT FOREMAN

Operates under the concrete plant operator, controls the operations of Aggregates, Portland Cement, Fly Ash, Add Mixtures, and all deliveries. While the Concrete Plant operator is making concrete, the Concrete Forman is the person keeping everything moving. The delivery of cement and fly ash to the Pigs. The delivery of aggregates of sand, 57 stone, and 89 stone. Keeping the dump trucks washed out. And moving to the right direction to get loaded. Helps concrete plant operator trouble shoot any problems and is also in charge of maintenance of all plant facilities. Assists in dismantling the plant

TRAINING OUTLINE

*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	90
A. Safety procedures; and	
B. Observe machine in operation; and	
CARE AND MAINTENANCE	370
A. Safety procedures; and	
B. Routine plant maintenance, study plant Manuals and know concrete schedule	
EQUIPMENT OPERATION	580
A. Safe operating procedures for all plant operations	
B. Knowing all vendors and contractors involved, keeping soil erosion checked daily, and making sure trucks have safe access.	
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CONCRETE PLANT OPERATOR

Operates controls to deliver and weigh specified quantities of aggregate Portland cement, fly ash, air in training agent, and water to mix and dump into trucks. Adjust water and mixing time as permitted by the owner to assure a consistent concrete. Assist in maintenance and repair of all plant equipment. May assist in erecting and dismantling plant. Requires knowledge of process and controls, as well as skill in operating controls to maintain quality concrete at maximum production. May perform other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	90
A. Safety procedures; and	
B. Observation of controls in operation.	
CARE AND MAINTENANCE	370
A. Safety procedures;	
B. Routine fueling, lubrication, and servicing; and Assists in maintenance and repair of plant equipment.	
EQUIPMENT OPERATION	580
A. Safe operating procedures; and	
B. Operation of plant.	
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CONCRETE PLANT OPERATOR (HELPER)

Operates controls to deliver and weigh specified quantities of aggregate, Portland cement, fly ash, air entraining agent, and water to mix and sump into trucks. Adjust water and mixing time as permitted by the owner to assure a consistent concrete. Assist in maintenance and repair of all plant equipment. May assist in erecting and dismantling plant. Requires knowledge of process and controls, as well as skill in operating controls to maintain quality concrete at maximum production. May perform other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 18 WEEKS OR
720 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	20
B. Observation of controls in operation; and	40
C. Starting and manipulating levers for moving equipment and attachments.	100
CARE AND MAINTENANCE	
A. Safety procedures;	20
B. Routine fueling, lubricating and servicing; and	200
C. Assist in maintenance and repair of plant equipment.	340
TOTAL	720



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CONCRETE TECHNICIAN

Works with mix designs and tests concrete to determine strength. More specifically, takes sand and stone samples for gradation compliance. Runs gradation test, tests air in concrete, takes cores for depth check, tests slump of concrete, makes beams for strength determination. May perform other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
Safety procedures;	5
Observation of gradation testing of sand and stone; and	40
Observation of testing samples of concrete.	50
CARE AND MAINTENANCE	
Safety procedures;	5
Observation of and maintenance of laboratory equipment; and	15
Learning to analyze tests and preparing test results reports.	100
ACTUAL OPERATION OF EQUIPMENT	
Safe operating procedures;	5
Testing sand and stone samples for gradation;	15
Testing samples of concrete for Air in, depth, and slump; and Make Beams.	285
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CONSTRUCTION FIELD OFFICE ASSISTANT

Works with job superintendent in coordinating and monitoring purchases, as well as scheduling their arrival. Work as project timekeeper and orchestrator of the labor force including interviewing, hiring and indoctrination with NCDOT. Performs other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 18 WEEKS OR
720 HOURS*

REQUIREMENTS	HOURS
ORIENTATION	
A. Requirements of purchasing;	20
B. Payroll procedures and labor analysis; and	40
C. Corporate policy review (personnel).	15
APPLICATION	
A. Purchasing and scheduling;	120
B. Keeping time, monitoring worker's activities;	150
C. Prepare documentation for claims processing; and	70
D. Overview of all job activities.	120
OFFICE COORDINATION	
A. Assisting job superintendent; and	40
B. Main office and field office coordination.	145
TOTAL	720



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CONSTRUCTION OFFICE MANAGER

Develop all skills required of Office Manager. To support the Project Manager to include but not limited to: Orientation and Observation of Contractors Safety and Emergency Procedures for filing safety and accident reports. Trainee will be introduced to the Contractors reports which will include EEO reporting requirements. Actual office procedures will include time reports, cost reports, quantity and purchasing reports, materials and supply orders, accounts payable, and petty cash procedures.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS

REQUIREMENTS	HOURS
ORIENTATION & SAFETY	20
A. Company overview safety and EEO policy; B. Job bulletin board; and C. Introduction to job superintendent. D. Project Managers expectations of trainee: E. Complete explanation of trainee's assignment with an overview of project.	
INTRODUCTION & OBSERVATION	160
A. Assist Contractors Office and/or Project Manager. B. Receive instruction, observe and assist office staff in all aspects of the office needs; C. Receive instructions from Office Manager or Project Manager in the following: filing regular corporate reports cost and revenue rentals, safety and accident reports; and D. Receive instruction in maintaining office expenses, payroll, purchasing and material and supply orders, accounts payable, as well as filing accident reports, workmen's compensation and OSHA reports.	
DEMONSTRATION & OFFICE COORDINATION	360
A. Demonstrate proficiency in filing contract reports; B. Demonstrate knowledge and proficiency of doing cost and revenue reports, as well as, safety and accident reports; C. Demonstrate knowledge and proficiency of maintaining payroll; D. Demonstrate knowledge and proficiency in account payable, and purchasing materials and supply orders; E. Demonstrates ability to maintain petty cash expenses for office; F. G. Demonstrates ability to file workman's compensation and OSHA reports; and H. Receive additional comments and instruction from Project Manager and Corporate Manager.	
APPLICATION & ADMINISTRATION	500
A. To use and apply all training aspects of the Office Manager training.	
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CRANE OPERATOR (1 YARD AND UNDER)

Operates crane, dragline and shovel. Grades to line and grades from reference points. Operates crane to hoist and move materials, raise and lower heavy weights, charge cold feed bins, etc. Uses dragline, clamshell, grad all, orange peel, and other related attachments. May oil, grease, service and make normal operating adjustment to equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation (as a passenger) of machine in operation; and	50
C. Starting, manipulating levers for moving equipment and attachment.	45
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating, and servicing.	295
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	5
B. Trenching operations (for pipe laying, etc.);	300
C. Excavation (for structures, footings, etc.); and	300
D. Special applications and functions.	35
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

CRANE OPERATOR (OVER 1 YARD)

Operates crane, dragline and shovel. Grades to line and grades from reference points. Operates crane to hoist and move materials, raise and lower heavy weights, charge cold feed bins, etc. Uses dragline, clamshell, grad all, orange peel, and other related attachments. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 52 WEEKS OR
2080 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures:	10
B. Observation (as a passenger) of machine in operation; and	50
C. Starting, manipulating levers for moving equipment and attachments.	50
CARE AND MAINTENANCE	
A. Safety procedures; and	10
B. Routine fueling, lubricating, and servicing.	300
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	10
B. Excavation of footings and removal of unsuitable materials;	300
C. Loading and unloading materials;	350
D. Trenching for pipe, etc.;	250
E. Hoisting materials;	400
F. Placement of beams, pipe, girders piles, etc.; and	300
G. Charge hoppers with materials on asphalt and concrete plants.	50
TOTAL	2080



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

DISTRIBUTOR OPERATOR

Operates crane, dragline and shovel. Grades to line and grades from reference points. Operates crane to hoist and move materials, raise and lower heavy weights, charge cold feed bins, etc. Uses dragline, clamshell, grad all, orange peel, and other related attachments. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 52 WEEKS OR
2080 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	10
B. Observation (as a passenger) of machine in operation; and	50
C. Starting, manipulating levers for moving equipment and attachments.	50
CARE AND MAINTENANCE	
A. Safety procedures; and	10
B. Routine fueling, lubricating, and servicing.	300
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	10
B. Excavation of footings and removal of unsuitable materials;	300
C. Loading and unloading materials;	350
D. Trenching for pipe, etc.;	250
E. Hoisting materials;	400
F. Placement of beams, pipe, girders piles, etc.; and	300
G. Charge hoppers with materials on asphalt and concrete plants.	50
TOTAL	2080



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

DISTRIBUTOR OPERATOR (ASPHALT)

Distributor Operator

Operates an asphalt distributor spraying liquid asphalt on various surfaces in preparation for asphalt paving. Will be responsible for knowledge of heating and filling tanks to warm and distribute materials. Will be responsible for the computer settings and controls as required to complete the daily job functions:

Training Outline
Approximate Training Time: 20 Weeks or
800 hours

REQUIREMENTS

ORIENTATION AND OBSERVATION

- | | |
|-----------------------------------|----|
| A. Safety Procedures | 20 |
| B. Start up and Shut Down Process | 35 |

CARE AND MAINTENANCE

- | | |
|---|-----|
| A. Safety Procedures | 20 |
| B. Routine fueling, lubrication and servicing | 100 |

ACTUAL OPERATION OF EQUIPMENT

- | | |
|---|-----|
| A. Safe Operating Procedures | 25 |
| B. Coordination and operation of truck and controls, monitoring | 600 |

Total	800
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THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

DRILL OPERATOR/AIR-TRACK DRILL OPERATOR

Operates drilling machine, such as wagon drill, air track, well driller, etc., for the purpose of drilling rock, shale, or other material according to specifications. Starts, stops and services portable air compressor. Places block of stone on machine bed and secure it in position for drilling, using electric hoist, wedges and wooden blocks. Measures and marks block for drilling using rule or template and marking pencil. Selects and installs specified bit in drill. Pulls levers and turns wheels to regulate speed of machine, flow of water (coolant) and drilling speed. May drill bits using grindstone. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

TRAINING OUTLINE

*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation (as a passenger) of machine in operation; and	50
C. Starting, manipulating levers for moving equipment and attachment.	45
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating, and servicing.	295
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	5
B. Trenching operations (for pipe laying, etc.);	300
C. Excavation (for structures, footings, etc.); and	300
D. Special applications and functions.	35
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

EQUIPMENT MAINTENANCE/REPAIR COORDINATOR

Operates under the Equipment Manager, and performs daily tasks associated with the repair and maintenance of the onsite equipment. This position makes sure that each piece of equipment is up to date on its preventative maintenance and handles all repair requests. Works with scheduling local vendors for repairs as well as coordinating repair times/durations with superintendents and foreman.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	90
A. Safety procedures; and	
B. Perform weekly visual equipment inspections with mechanics/management.	
REPAIRS	475
A. Review daily equipment inspections; add any issues to the repair log.	
B. Order parts for mechanics	
C. Track/update/maintain equipment repairs log	
D. Work with mechanics on finding wiring diagrams, parts breakdowns	
E. Track/submit weekly equipment hours	
F. Pickup/deliver parts to field	
SERVICES	475
A. Review weekly preventative maintenance status reports	
B. Order filters and supplies for upcoming service	
C. Schedule service with Foreman and Superintendents	
D. Create service sheets for each piece of equipment, including required filters and oils.	
E. Label and send off oil samples for each specific machine	
F. Schedule Monthly Crane inspections	
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ESTIMATING ASSISTANT

Individual will be trained to assist in the estimating of projects. The individual will be trained to prepare bid documents and proposals, do take-offs, and estimate bids. This person will learn company policies/procedures and job/personnel functions to gain knowledge of all phases of the estimating of projects. They will also become familiar with all types of equipment, tools and processes, plans, maps and surveys, scheduling, rules and regulations, and those agencies which govern.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS

REQUIREMENTS	HOURS
FAMILIARIZATION/ORIENTATION	
A. Safe operation procedures and company policies	50
B. Review and interpret plans and specifications	50
C. Introduction to software and bidding procedures and record keeping	100
JOB KNOWLEDGE	
A. Material specification and quality control procedures	50
B. Types of equipment on hand and uses for each	50
C. Various tools used on projects	50
D. Plans, maps, and surveys	75
E. Standard rules and regulations for various agencies	75
ESTIMATING	
A. Estimation formulas and material knowledge	80
B. Preparation of bid documents and proposals	80
C. Analyzing job quality and profitability results	80
D. Preparation of take-offs	100
E. Preparation of schedules for active projects	100
F. Maintain Good Faith Efforts for use of DBE Subcontractors	100
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ESTIMATOR-PROJECT MANAGER

Individual will be trained in highway construction project work beginning with estimating of bids, coordination and management throughout the duration of a project, and steps for completion of the project. The Estimator-Project manager will learn how to complete any associated project paperwork (daily forms, cost management, billing reports, etc.), assist with management of crew work activities, communicate between the different divisions involved to maintain appropriate coordination so the project runs smoothly, and help address any customer service issues. The trainee will also become familiar with sales and marketing of construction materials as well as general customer relationships. This person will learn company policies/procedures and job/personnel functions to gain knowledge of all phases of highway construction. Individual will also become familiar with all types of heavy equipment, construction tools, and processes, blueprints and layouts, topographical maps and surveying, scheduling, contractor rules and regulations, and those agencies which govern construction activities.

TRAINING OUTLINE

*APPROXIMATE TRAINING TIME: 55 WEEKS OR
2200 HOURS*

REQUIREMENTS	HOURS
FAMILIARIZATION	150
A. Safe operation procedures and company policies;	
B. Review and interpret project plans and specifications; and	
C. Record Keeping	
JOB KNOWLEDGE	400
A. Blue print and layout reading, bid book interpretation;	
B. Project specifications/contract documents understanding	
C. Material specifications and quality control;	
D. Asphalt lay-down procedures;	
E. Planning and layout;	
F. Excavation, grading, drainages, erosion control;	
G. Traffic control and sign packages; and	
H. Job site clean-up.	
ESTIMATING, MARKETING, SALES	650
A. Product pricing knowledge and cost factors;	
B. Estimation formulas and material knowledge;	
C. Accurate and timely estimate sheet, contracts, credit approval, billing reports, etc.	
D. Familiarity with materials cost and bid markers in various areas;	
E. Analyzing job quality and profitability results;	
F. Value engineering and negotiating change orders; and	
G. Customer and public relations.	



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ESTIMATOR -PROJECT MANAGER (CONTINUED)

PROJECT MANAGEMENT

1000

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

TOTAL

2200



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

EXCAVATOR OPERATOR (TRACKHOE OPERATOR)

Operates power shovel on which digger is pulled toward machine to excavate. All machines will be over ½ cubic yard. Can be on track or rubber tired and also included under this title will be grad all or wrist-o-twist type equipment. Grades to line and grade. May service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	55
A. Safety procedures;	
B. Observation (as a passenger) of machine in operation; and	
C. Starting and manipulation of levels for moving equipment and attachments.	
CARE AND MAINTENANCE	100
A. Safety procedures; and	
B. Routine fueling, lubricating, and servicing.	
EQUIPMENT OPERATION	885
A. Safety procedures;	
B. Trenching operations (for pipe laying, etc.);	
C. Excavation (for structures, footings, etc.); and	
D. Special applications and functions.	
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

FLEET TRACKING TECHNICIAN

Set up, adjust and operates tracking devices. Accurately, maintains log books and tracks quantities of materials, loads and of fleet daily, using fleet scanner and handwritten notes. Ensures the accuracy of the tracking information loaded into the fleet scanner. Coordinates with Foreman or Supervisor to ensure the fleet arrives and departs in a timely manner. Technician is responsible for collecting and transferring the data, at the end of shift, into the database and creating tracking labels for fleet. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures	20
B. Observe Operation	50
C. Orientation on written and tracking devices	30
CARE AND MAINTENANCE	
A. Care and maintenance of fleet tracking device	20
ACTUAL OPERATION	
A. Safe Operating Procedures	25
B. Coordinating with Foreman and/or Supervisor of Fleet	25
C. Accurately recording handwritten data in log books	100
D. Accurately recording data using Scanning device	125
E. Ensuring the accuracy of tracking device information	50
F. Collecting and transferring the data into the database	50
G. Creating scanning device tracking labels for fleet	25
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

FOREMAN

Supervises crew to include recruitment, training, and direct supervision. Responsible for coordinating work regarding inspection, material supply, and equipment required. Keeps personnel records to include payroll time and administer company personnel.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 52 WEEKS OR
2080 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	480
A. Understanding the function of the job;	
B. Company timekeeping and payroll procedures;	
C. Company EEO policy;	
D. Company safety policy; and	
E. Supervisory instruction.	
ADVANCED BLUEPRINT OR CONSTRUCTION PLAN READING	100
APPLIED TECHNIQUES OF BRIDGE CONSTRUCTION	1500
A. Equipment supervision and maintenance;	
B. Care of materials and job-site security;	
C. Operational planning and cost control;	
D. Familiar with standard specs;	
E. Communicate effectively and be able to get along with employees, other personnel, the general public, engineers, inspectors, and the DOT; and	
F. Grades, super elevations, vertical curves, etc.	
TOTAL	2080



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

FOREMAN (HIGHWAY CONSTRUCTION)

Supervises and coordinates the activities of workers under him engaged in one or more occupations. Studies production schedules and estimates man hour requirements for the completion of the job.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 50 WEEKS OR
2000 HOURS*

REQUIREMENTS	HOURS
ADMINISTRATION	200
A. Interpreting company policy to workers, enforcing safety regulations,	
B. Maintaining time and production records, coordinating work schedules with other foremen, recruiting, and inspection of materials.	
PRODUCTION	1500
A. Receives instructions and specifications from superintendents and transmits them to other members of the crew. Interprets blueprints, specifications and job orders.	
B. Assists workers in solving jobsite problems.	
C. Operates power equipment and other machinery as needed. Regularly performs all tasks of workers in the crew.	
PERSONNEL	300
A. Supervises crew in absence of superintendent, recommends	
B. personnel actions such as promotions, transfers, discharges, and disciplinary action. Trains/orients new employees and/or trainees.	
TOTAL	2000

SUGGESTED RELATED TRAINING

Red Cross First Aid Certification, Industry Safety Publications, Blueprint Reading, Industrial Relations, Personnel Management, Contracting Laws, EEO, etc. The trainee shall be given instruction and training in all branches of the occupation listed in the REQUIREMENTS as necessary to become skilled in the occupation. The work experience need not be in the precise order as listed, nor do the scheduled of any operation production schedule.



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

FOREMAN (GRADING)

Supervises crew to include recruitment, training, and direct supervision. Responsible for coordinating work regarding inspection, material supply and equipment required. Keeps personnel records to include payroll time and administer company personnel policy.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 52 WEEKS OR
2080 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Understanding the function of the job;	200
B. Understanding company time keeping and payroll procedures;	15
C. Understanding company EEO policy;	15
D. Understanding company safety policy; and	50
E. Supervisory instruction.	200
ADVANCED BLUEPRINT OR CONSTRUCTION PLAN READING	
APPLIED TECHNIQUES OF BRIDGE CONSTRUCTION	
A. Equipment supervision and maintenance;	400
B. Care of materials and job site security;	200
C. Operational planning;	400
D. Staking and grading accuracy; and	400
E. Able to communicate effectively and to be able to get along with employees, other personnel,	
F. the general public, engineers, inspectors, and the DOT.	200
TOTAL	2080



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

FOREMAN (PIPE)

Supervises and coordinates the activities of workers under him engaged in one or more occupations. This includes but not limited to the laying of (sanitary/storm sewer pipelines). Lays glazed or unglazed clay, concrete, steel, or cast iron pipe to form water, sewer, or storm sewer pipelines. Duties require the study of utility and utility conflict plans, setting up laser and other engineering instruments to install pipelines at proposed elevations. Must be able to interpret production schedules and comply with all federal, state, and public utility regulations including Erosion Control Laws and Regulations. Must complete the required trenching and excavation training requirements set forth by The Occupational Safety and Health Administration (OSHA).

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 50 WEEKS OR
2000 HOURS*

REQUIREMENTS	HOURS
<i>ADMINISTRATION</i>	200
A. Interprets company policy to workers, enforces safety regulations, maintains time and production records, and coordinates work schedules with other foreman recruiting and inspection of materials.	
<i>SAFETY</i>	300
A. Attend required trenching and excavation courses to become familiar with regulations of NCDOT and OSHA. Interprets these regulations to personnel along with all other safety rules and regulations. Properly conducts on site safety meetings as well as job inspections and train/instruct heavy equipment safety.	
<i>PRODUCTION</i>	1200
A. Receives instructions and specifications from superintendents and transmits them to other members of the crew. Interprets blueprints, specifications and job orders. Assists workers in solving jobsite problems. Operates power equipment and other machinery as needed. Regularly performs all tasks of workers in the crew.	
<i>PERSONNEL</i>	300
A. Supervises crew in absence if superintendent recommends personnel actions, such as promotions, transfers, discharges, and disciplinary action. Trains/orients new employees and/or trainees.	
 TOTAL	 2000

SUGGESTED RELATED TRAINING

Red Cross, First Aid Certification, Industry Safety Publications, Blueprint Reading, Industrial Relations, Personnel Management, Controlling Laws, EEO, etc.



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

FRONT END LOADER OPERATOR

Operates a rubber-tired or other crawler-type tractor with an attached scoop-type bucket on the front end. Starts engines, shifts gears, presses pedals and steers loader. Moves levers to raise and lower bucket and dump contents. Machine is used to load and unload materials, perform excavation, charge batch plants, and load trucks. May oil, grease, or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	10
B. Observe machine in operation; and	25
C. Starting and manipulating levers for moving equipment and attachments.	20
CARE AND MAINTENANCE	
A. Safety procedures; and	10
B. Routine fueling, lubrication and servicing.	40
ACTUAL OPERATION OF EQUIPMENT	
A. Safety procedures;	10
B. Loading and unloading materials;	195
C. Excavation;	150
D. Grading; and	30
E. Miscellaneous applications.	30
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

FUEL, GREASER, & LUBRICANT SERVICE TRUCK DRIVER

Drive truck to deliver gasoline, fuel oil, or liquefied petroleum gas to work site. Drives truck into position to load or distribute products. Connects hoses to tank and opens valves. May start pump to fill tanks, read gauges or meters and record quality loaded. May attach ground wire to truck. May lubricate parts and wearing surfaces of equipment as assigned. May operate pressure greasing equipment and clean equipment. May require a commercial driver's license with proper endorsements depending on size/weight of truck or type of material transported. May service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE

*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	Hour Required
ORIENTATION AND OBSERVATION	80
A. Overview of Industry;	
B. Company Policies and Procedures;	
C. Instruction and Observation; and	
D. Practical Experience/Applied Techniques.	
ENVIRONMENTAL CONSIDERATIONS	25
SAFETY ASSOCIATED WITH THIS OPERATION	35
CARE AND MAINTENANCE	80
A. Routine Fueling, Lubrication and Servicing;	
B. Minor Repairs;	
C. Operation Adjustments; and	
D. Cleaning of Equipment/Vehicle and Work Area.	
EQUIPMENT OPERATION	820
A. Drives Vehicle On/Off Highway;	
B. Loads Fuel and Lubricant onto Truck;	
C. Connects Hoses and Opens Valves;	
D. Starts Pump;	
E. Reads Gauges or Meters and Records Quality Loaded;	
F. Keeps Inventory Records;	
G. Lubricates Parts and Wearing Surfaces;	
H. Changes Filters; and	
I. Makes Normal Operating Adjustments.	
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

GRADE CHECKER

Positions batter boards or pins to indicate direction of cut. Hammers batter board pins into ground at designated intervals. Test contour of road subgrade to determine uniformity of contour. Shovels dirt from high areas and tamps it into low areas to obtain uniform contour. May signal operator of grading machine to correct discrepancies.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	10
B. Observation of placing grade pins and line; and	20
C. Observation of setting and checking grade.	20
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Helping set grade pins and lines.	25
ACTUAL OPERATION OF SETTING AND CHECKING GRADE	
A. Safe operating procedures;	5
B. Setting and driving pins and braces in-place;	100
C. Observe and assist in setting grade; and	200
D. Check grade and lines before and after.	135
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

INSTRUMENT ENGINEER

Set up, adjust, and operates surveying instruments. Works from engineering plans to establish lines, points, and grades for construction purposes; keep engineering notes and records of data secured. Computes cross sections of work performed for cost or payment purposes. Has full supervision over and directs Rod person. Is responsible for accuracy of this field engineering work. May perform other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	10
B. Work as Rod person; and	40
C. Observation of instrument engineer.	20
APPLIED TECHNIQUES OF THE TRADE	
A. Using the rod;	20
B. Using the chain;	20
C. Using surveying instrument;	30
Reading plans to establish lines, points, and grades;	30
A. Computing cross section; and	30
B. Making engineering notes and recording data.	20
ACTUAL OPERATION	
A. Use surveying instrument to establish lines, points, and grades;	260
B. Direct Placement of stakes; and	20
C. Supervise Rod person	20
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

IRONWORKER REINFORCING

Positions and secures steel bars to placement of reinforced concrete. Determines number, sizes, shapes and locations of reinforcing rods from plans, specifications, sketches and/or oral instructions. Places and ties reinforcing steel using wire and pliers. Sets rods in place, spaces and secures reinforcing rods. May bend steel rods with hand tools or rod bending machine. May reinforce concrete with wire mesh. May weld reinforcing bars together. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 18 WEEKS OR
720 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	20
B. Observation of operation; and	15
C. Care and repair of specially-coated bars.	10
CARE AND MAINTENANCE	
A. Safety procedures; and	20
B. Care and maintenance of tools and equipment.	30
ACTUAL OPERATION OF REINFORCING	
A. Construction plan reading and application;	30
B. Identification and selection of materials;	30
C. Places reinforcing steel and support devices; and	465
D. Spaces and secures reinforcing materials.	100
TOTAL	720



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

IRONWORKER STRUCTURAL

Performs any combination of the following duties to raise, place and unite girders, columns and other structural steel members to form completed structures or structure frameworks, working as a member of a crew. Sets up hoisting equipment for raising and placing structural steel members. Fastens steel members to cable of hoist using chain, cable or rope. Signals worker operating hoisting equipment to lift and place steel members. Guides member using tag line (rope) or rides on member to guide it into position. Reads plans; rigs, assembles and erects structural members requiring riveting or welding. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	20
B. Observe operation; and	35
C. Plan reading.	35
CARE AND MAINTENANCE	
A. Safety procedures; and	20
B. Care and maintenance of tools and equipment.	70
ACTUAL OPERATION	
Safety procedures;	20
A. Rigging structural members requiring riveting or welding;	140
B. Assembling structural members requiring riveting or welding; and	300
C. Erection of structural members requiring riveting or welding.	400
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

LAB TECHNICIAN (NUCLEAR GAUGE TECHNICIAN)

Quality Control functions on a daily basis including preliminary training on QMS specifications. Lab testing of aggregate moisture and gradations. Properly trained in use of a straight edge. Use straight edge on projects and have a clear understanding of results. Ability to read printouts in reader box with continued training in QMS specifications. Complete QMS nuclear density certification. Completion of QMS roadway technician by end of training period. Prepare proper documentation per QMS specifications to appropriate QC personnel. Help develop rolling patterns and when problems arise, assist in adjusting patterns to achieve required density. Report density results to paving foreman.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	80
B. Learns and fully understands the basic functions and requirements of the position; and	100
C. Becomes familiar with applicable regulations and/or policies.	60
APPLIED TECHNIQUES	
A. Develop and maintain ways and means of lab testing, use of straight edge and QMS specs. daily;	280
B. Develop system to help develop rolling patterns, and when problems arise, assist in adjusting patterns to achieve required density;	200
C. Become proficient in regards to communication of testing results to all personnel involved;	100
D. Become proficient in regards to preparing and submitting proper documentation per QMS specs; and	100
E. Stays abreast of any changes which come about during the day and takes necessary steps to make necessary changes.	120
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

LABORER

Performs duties on construction project by transferring from one task to another where demands require worker to understand, follow instructions, and have varied experience and ability to work without close supervision. Measures distances from grade stakes, drives stakes, and stretches tight line. Level earth to grade specifications, mixes concrete, sprays materials, applies caulking compounds, and performs other related duties/operations as required and assigned. May signal operators of construction equipment to facilitate alignment, movement and adjustment of machinery to conform to grade specifications. Mops, brushes or spreads paints or bituminous compounds over surfaces for protection. Sprays materials such as water, sand steam, vinyl paint or stucco through hose to clean, coat or seal surface. Grinds, sands or polishes surfaces such as concrete, marble, terrazzo or wood flooring. Demolishes buildings, saws lumber, dismantles forms, removes projections from concrete, mounts pipe hangers, cuts and attaches insulating material.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS

REQUIREMENTS	Hours
ORIENTATION AND OBSERVATION	
A. Safety Procedures	20
B. Start up and shut down process	35
CARE AND MAINTENANCE	
A. Safety Procedures	20
B. Routine laborer concepts and instructions	100
ACTUAL OPERATION OF EQUIPMENT	
A. Safety Operating Procedures	25
B. Coordination and operation of tools and equipment	320



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

LOADER OPERATOR

Operates rubber-tired or crawler-type tractor with attached scoop-type bucket on front end. Excavates and loads excavated material, loads material from stockpiles, charges batch plants, and loads trucks. May oil, grease, service and make normal operating adjustment to equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation (as a passenger) of machine and operation; and	20
C. Starting and manipulating levers for moving equipment and attachments.	15
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating and servicing.	35
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	5
B. Loading materials;	250
C. Excavation; and	150
D. Special applications.	35
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

LUTEMAN

Distributes asphaltic materials by raking. Matches and finishes freshly made asphalt paving points evenly. Smooths and adjusts surface irregularities. Restores surface finish before compaction. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	30
A. Safety procedures; and	
B. Observation of operation.	
CARE AND MAINTENANCE	30
A. Safety procedures; and	
B. Hand tools.	
EQUIPMENT OPERATION	980
A. Matches and finishes freshly made asphalt paving joint evenly;	
B. Smooths and adjusts surface irregularities;	
C. Restores surface finish after hand raking; and	
D. Spreads asphalt to proper grade and finishes before compaction.	
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

MASON (STRUCTURAL)

Lays out work from plans. Sets up templates and guidelines. Shapes stone or brick preparatory to setting using chisels, hammers, and other shaping tools. Spreads mortar over stone and foundation with trowel and sets stone in place by hand or with the aid of a crane. Sets stone, brick, concrete, tile or other materials in the construction of manholes, catch basins, drop inlets, sidewalks, retaining walls, and hand finishes these. Hand finishes Portland Cement Concrete structures such as slabs, decks, piers, abutments, etc. Molds expansion joints and edges using edging tools, jointers and straight edges. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	15
B. Setting up templates and guidelines;	10
C. Use of hand trowels, straight edges, and hand levels; and	60
D. Use of materials (including Portland Cement Concrete, brick, tile and concrete block).	40
ACTUAL OPERATION	
A. Safety procedures;	10
B. Excavation;	40
C. Manholes, catch basins, drop inlets;	360
D. Sidewalks, retaining walls, etc.; and	180
E. Miscellaneous structures.	180
CHECKING AND INSPECTION	
A. Safety procedures;	5
B. Blueprint or construction plans reading; and	40
C. Conformity with plans and specifications.	100
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

MATERIAL TRANSFER DEVICE OPERATOR

Operates Material Transfer Device machine which keeps the hopper continuously working smoothly with enough material between the dump truck and the paver; rubber tired or track type. May oil, grease, service and make normal operating adjustments to the equipment. May perform other duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 20 WEEKS OR
800 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures	20
B. Observation of machine in operation starting and manipulating levers for moving machine and conveyors	35
CARE AND MAINTENANCE	
A. Safety procedures	20
B. Routine fueling, lubrication and servicing	100
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures	25
B. Coordination and operation of machine between truck and paver	120
C. Operation of machine	480
TOTAL	800



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

MECHANIC

Assembles, sets up, adjusts, maintains, repairs and welds equipment. Operates any equipment unit on a temporary basis for operating adjustments. May perform other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 52 WEEKS OR
2080 HOURS

REQUIREMENTS	HOURS
LUBRICATION	
A. Oil, air, and fuel filtration, grease points, and capacities, inspection techniques to detect abnormal.	40
PAINT AND BODY	
A. Body work and painting procedures.	40
MACHINE SHOP FAMILIARIZATION	
A. Welding and burning equipment and operations of lathes, saws, shapers, girder and presses.	160
INJECTOR-GOVERNOR	
A. The operation and service of fuel injector pumps and nozzles, and engine governors.	200
WATER-COOLED ENGINE REBUILD	
A. Assist in the complete overhaul and testing of gas and diesel engines.	120
TRANSMISSION AND REAR-ENDS	
A. Assist in the complete overhaul of the various mechanisms used to transfer engine horsepower to tractive effort.	240
AIR COOLED ENGINES	
A. Assist in the complete overhaul of the various air-cooled engines and their applications.	200
HEAVY EQUIPMENT PARTS FAMILIARIZATION	
A. The Parts Catalogs, procurement, handling, storage, and cost of heavy equipment parts.	80
B. Assist in the complete overhaul of the various starters, generators, and voltage regulators.	160
HEAVY EQUIPMENT SHOP	
A. Assist in the repair and overhaul of the various heavy equipment which will include in so far as is practical, crawler and wheel tractors, crawler and portable cranes, booms, front end loaders, rollers, subgrade mixers, motor graders, compactors, pumps, and air compressors-their power plants, transmissions controls and accessories.	600
HEAVY EQUIPMENT FIELD	
A. The role of the field mechanic is to make the repairs necessary in the field and perform preventive maintenance practices necessary to increase service life of the equipment.	240
TOTAL	2080



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

MECHANIC HELPER

Assist in the necessary set-up, adjustments, maintenance, repair and welding of equipment. Operates any equipment unit on a temporary basis for operating adjustments. May perform other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS

REQUIREMENTS	HOURS
MACHINE SHOP FAMILIARIZATION	80
A. Welding and burning equipment; and Operation of lathes, saws, shapers, girders, and presses.	
SPECIFIC SKILLS	
A. <i>Lubrication</i> - Oil, air, and fuel filtration; Grease points and capacities; and Inspection techniques to detect abnormal conditions.	20
B. <i>Paint and body</i> - Assist in bodywork and painting procedures.	20
C. <i>Injector-Governor</i> - Operation and service of fuel injector pumps and nozzles and engine governors	60
D. <i>Water-cooled engine rebuild</i> - Assist in the complete overhaul and testing of gas and diesel engines	100
E. <i>Transmissions and rear-ends</i> - Assist in the complete overhaul of the various mechanisms used to transfer engine horsepower to tractive effort	120
F. <i>Air-cooled engines</i> - Assist in the complete overhaul of the various air-cooled engines and their applications	100
G. <i>Starters, generators, and voltage regulars</i> - Assist in the complete overhaul of the various starters, generators, and voltage regulators	80
HEAVY EQUIPMENT PARTS FAMILIARIZATION	340
A. The parts catalogs; Procurement and cost of heavy equipment parts; and Handling And storage of heavy equipment parts.	
B. In the shop -Assist in the repair and overhaul of the various heavy equipment, including, in so far as is practical, crawler and portable cranes, crawler and wheel tractors, booms, front-end loaders, rollers, subgrade mixers, motor graders, compactors, pumps, and air compressor, their power plants transmissions, controls	
ON THE FIELD	120
A. Make the repairs necessary in the field and perform preventive maintenance practices necessary to increase service life of the equipment	
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

MILLING MACHINE OPERATOR

Operates Milling Machine on rough work, such as finishing rough grade on highway, including highway shoulders, slopes, and ditches. Milling old or existing asphalt to grade to facilitate replacement of asphalt to original curb line or to final lift smoothness. May oil, grease, service, and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 40 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures	5
B. Observation of machine in operation	35
C. Begin operation and moving equipment	30
CARE AND MAINTENANCE	
A. Safety procedures	5
B. Routine maintenance and cleaning	150
ACTUAL OPERATION OF EQUIPMENT	
A. Safety Procedures	5
B. Milling head operation and maintenance	100
C. General operation of machine	650
D. Milling to grade / profiling	60
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

MOTOR GRADER OPERATOR (FINE GRADE)

Operates self-propelled motor grader and, from stakes and lines, cuts sub-grade and performs other fine grade operations, requiring considerable experience and a high degree of skill. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 39 WEEKS OR
1560 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation (as a passenger) of machine in operation; and	100
C. Starting and manipulating levers for moving equipment and attachments.	95
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating, and servicing.	35
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	5
B. Scraping and leveling dirt on roadway;	180
C. Spreading and mixing materials on roadway;	170
D. Shaping and blading subgrades;	150
E. Balancing and rough shaping base course materials; and	375
F. Fine grading and dressing of shoulders and Slopes.	440
TOTAL	1560



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

MOTOR GRADER OPERATOR (ROUGH GRADER)

Operates self-propelled motor grader on rough grade work, such as finishing rough grade on highway including highway shoulders, slopes and ditches. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation (as a passenger) of machine in operation; and	100
C. Starting and manipulating levers for moving equipment and attachments.	95
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating, and servicing.	35
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	5
B. Scraping and leveling dirt on roadway;	180
C. Spreading and mixing materials on roadway;	170
D. Shaping and blading subgrades;	150
E. Balancing and rough shaping base course materials; and	150
F. Grading and dressing of shoulders and Slopes.	145
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

OFFICE ENGINEER

This position applies knowledge of Costing Program to include daily operations such as data entry, report printing and reviewing items related to Costing Program which encompasses scheduling quantities, tracking quantities, purchasing materials and payments to suppliers and subcontractors. The position is responsible for the application of Project Budgeting to include job cost adjustments, budget change orders and contract change orders. Office Engineer is able to read and understand Construction plans and specifications including quantity take offs. This position has in-depth understanding of job-site safety, works to enforce safety procedures, assists with the development of job hazard analysis and coaches employees on all aspects regarding job-site safety.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND INTRODUCTION OF COSTING PROGRAM	240
A. Understanding and Basic Data Entry; and	
B. Report printing and reviewing.	
APPLIED KNOWLEDGE OF COSTING	400
A. Time care review and approval;	
B. Schedule of quantities and quantity tracking;	
C. Material Purchasing;	
D. Agency invoicing; and	
E. Subcontractor and supplier payments.	
PROJECT BUDGETING	120
A. Job cost adjustments;	
B. Budget change orders; and	
C. Contract change orders.	
CONSTRUCTION PLANS AND SPECIFICATIONS	120
A. Reading and understanding plans and specifications; and	
B. Quantity take-offs.	
SAFETY	160
A. Understanding construction and job-site safety;	
B. Coaching and counseling of safety procedures;	
C. Involvement and enforcement of safety procedures; and	
D. Assisting and development of job hazard analysis.	
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

OILER/GREASER/FIRER

A service worker who lubricates the moving parts of wearing surfaces of mechanical equipment, changes oil, greases and filters and refuels equipment. Uses grease gun 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.

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. May be responsible for safe operation of an oil-fired steam boiler aboard a floating whirly; may be called upon to operate stationary and skid-mounted boilers on land. Must be familiar with operating pressures and adjustments of pipe, valves and fittings. Responsible for minor adjustments, routine maintenance and proper lubrication of equipment. Performs other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 18 WEEKS OR
720 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND SAFE USE OF TOOLS OF THE TRADE	
A. Lubrication requirements of mechanical Equipment; and	20
B. Materials selection.	20
APPLIED TECHNIQUES OF THE OILER/GREASER/FIRER	
1. Safety procedures;	10
2. Equipment characteristics/lubrication points;	140
3. Oil changes, filter changes, grease guns, hard packing of grease, greasing bearings;	230
4. Minor adjustments to drive chains and clutches; and	150
5. Shop and field practices.	50
EQUIPMENT OPERATION AND OPERATION OF OIL, GREASE AND FUEL TRUCK	85
A. Safety procedures	15
TOTAL	720



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

PILE HAMMER OPERATOR

Operates Pile-driving machine or Pile Hammer, with crane or skid-mounted, with leads or jets for driving pile as foundations for piers, bridges, etc. Moves levers to control hoisting equipment used to position leads. Assists other workers in setting up pile hammer leads. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. May perform other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	40
B. Observe machine in operation; and	145
C. Starting and manipulating levers for moving equipment and attachments.	145
CARE AND MAINTENANCE	
A. Safety procedures; and	20
B. Fueling, lubrication and servicing.	40
ACTUAL OPERATION OF EQUIPMENT	
A. Safety procedures;	20
B. Basic operation of crane or pile-driving rig in hoisting and moving;	225
C. Preparation of pile for driving;	100
D. Seating of pile hammer on pile in preparation for driving; and	140
E. Driving of pile.	165
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

PIPELAYER (STORM/SANITARY/WATER)

Lays glazed or unglazed clay, concrete, steel or cast-iron pipe to storm water lines, gas 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, caulks joints with oakum or yarn and seals joints with cement or other sealing compound; may connect threaded or flanged joint pipe, may assemble and place corrugated metal pipe. Must be able to physically set elevations with laser or other engineering equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 18 WEEKS OR
720 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures, MOSHA & OSHA Regulations;	40
B. Observe spade operation and laying of pipe;	15
C. Study of various forms of pipe and related materials; and	5
D. Familiarity with local codes and testing procedures.	70
CARE AND MAINTENANCE	
A. Safety procedures; and	10
B. Ditch preparation, handles materials and tools.	15
ACTUAL HANDLING OF PIPE AND SPADE	
A. Ditch grading with compressed-air-driven or hand spade;	50
B. Handle materials, assist in lowering pipe;	50
C. Work with pipe layer in laying all types of pipe and duct, adjust pipe to elevation, insert spigot end of pipe into bell end of last laid pipe; and	365
D. Performing testing procedures.	100
TOTAL	720



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

PROJECT SAFETY ENGINEER (HIGHWAY)

The Safety Engineer is primarily responsible for managing a comprehensive technical safety strategy. This person reviews, interprets and applies various safety and health codes and standards, including OSHA, NFPA, NEC and ANSI. The Safety Engineer will manage toolbox discussions, train on-site employees in proper safety strategies and monitor on-site safety related items. The Safety Engineer will interface with equipment vendors, subcontractors and manufactures and conduct on-site safety reviews of operations, identifying deficiencies and remedies. This Safety Engineer will report to the on-site assigned Safety Manager and Project Manager.

TRAINING OUTLINE

*APPROXIMATE TRAINING TIME: 52 WEEKS OR
2080 HOURS*

REQUIREMENTS HOURS INTRODUCTION, ORIENTATION AND OBSERVATION

- A. Interpreting company safety policies to field personnel and subcontractors, enforcing safety regulations, policies and procedures, collecting data for a n a l y s i s , orientating and initiating safety related training and forwarding findings and remediation's to assigned Project Superintendent and Project

Manager. 160

ADMINISTRATION / APPLIED SAFETY ANALYSIS TECHNIQUES

- A. Corporate Safety Procedures 100
- B. Job Hazard Analysis / Task Hazard Analysis 100
- C. Fall Protection Analysis and Methods of Prevention 210
- D. Competent Person Trenching and Excavation Strategies 210
- E. Competent Person Confined Space Monitoring Procedures 80
- F. Orientation and Training of Assigned Field Staff 360
- G. Interpret Hazards to Field Staff 300
- H. Provide Feedback to Management on Control Measures 300

OFFICE COORDINATION, DOCUMENTATION AND REPORTING

- A. Completes assigned projects in a timely manner, understands required incident investigation documentation to be completed, coordinates return back to work programs of injured staff, communicates findings, conducts audits and promotes corporate safety culture of assigned field project 260

TOTAL 2080

SUGGESTED RELATED TRAINING

NC State OTI 500 Course in OSHA Standards for Construction, OSHA 30 HR, CPR/First Aid, Confined Space, Lock Out / Tag Out, Excavation, Scaffolding, Concrete Forming, Rigging, Crane Signal, Crane Safety, Measuring Safety Performance Training, EEO Compliance



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ROAD WIDENER OPERATOR

Manipulates hand and foot levers to control movement of road widener machine which spreads and levels asphalt concrete and base stone materials; regulates depth and width of widener gate. Observes distribution of materials along widener gate and controls direction of gate to eliminate voids at edge of existing pavement. Familiar with various manufacturers' equipment. Performs routine fueling, lubrication and adjustment as needed. Performs other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS*

REQUIREMENTS	HOURS
Approximate Training Time: 13 weeks or 520 hours	
ORIENTATION AND OBSERVATION	
Safety procedures; and	20
Observe machine in operation and become familiar with various manufacturers' equipment	40
CARE AND MAINTENANCE	
Safety procedures; and	20
Routine fueling, lubrication and servicing	80
ACTUAL OPERATION OF EQUIPMENT	
Safety procedures;	10
Gate regulation indoctrination and operation;	50
On-the-Job Operation	300
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

RODPERSON

Uses surveyor's chain to measure distances as directed by Instrument Engineer. May mark reference points. May hold engineering rod at points designed by Instrument Engineer to establish or obtain elevation of those points. May set stakes. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures; and	10
B. Observation of rod person.	30
APPLIED TECHNIQUES OF THE TRADE	
A. Use of the chain;	60
B. Use of the rod; and	70
C. Placing stakes.	50
ACTUAL OPERATIONS	
A. Measuring distances with chain; and	150
B. Establishing elevation with rod.	150
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

RODPERSON GPS OPERATOR

Uses surveyor's chain to measure distance as directed by instrument Engineer. Mark reference points hold engineering rod at points designed by Instrument Engineer to establish or obtain elevation of those points. Set stakes. Sets up, adjusts, and operates surveying instruments. Works from engineering plans to establish lines, points and grades for construction purposes; keeps engineering notes and records of data secured. Computes cross sections of work performed for cost or payment purposes. Responsible for accuracy of this field engineering work. May perform other related duties.

TRAINING OUTLINE

*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION	2
A. Safety procedures; and	3
B. Observation of rod person.	20
APPLIED TECHNIQUES OF THE TRADE OF RODPERSON	
A. Use of the chain;	45
B. Use of the rod; and	45
C. Placing stakes.	45
GPS OPERATOR'S INSTRUCTION	200
A. Toolbox safety procedures;	
B. Observe proper operation of the GPS equipment;	
C. Receive instruction on basic function and preparation of daily functions; and	
D. Learn proper method of transporting GPS equipment (sequence of usage for various procedures).	
GPS OPERATION AND SETUP	200
A. Toolbox safety meeting;	
B. Establish standard procedure and scheduling for preventative maintenance on GPS equipment;	
C. Develop plan for corrective maintenance;	
D. Sets and assembles GPS for use on the project; and	
E. Receives instruction on company policy and observes methods to receive and store GPS for use on the project.	
ACTUAL RODPERSON OPERATIONS	
A. Measuring distances with chain; and	140
B. Establishing elevation with rod.	140

Continues on next page...



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

RODPERSON GPS OPERATOR (CONTINUED)

ACTUAL GPS OPERATOR APPLICATION	200
A. Toolbox safety meeting;	
B. Demonstrate, under supervision, ability to receive and store GPS equipment needed for job;	
C. Plans, arranges and transports GPS equipment to project site;	
D. Assists in the planning and implementation of preventative and corrective maintenance of equipment; and	
E. Work with tools of trade to maintain equipment in good working order	
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ROLLER OPERATOR

Operates self-propelled steel-wheeled, rubber-tired, sheep foot, vibratory, segmented, or other type roller to compact earth, subgrade, subbase, shoulder materials, or stone cover on surface treatment. May also operate rubber-tired roller on asphalt concrete. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures; and	5
B. Observation (as a passenger) of machine in operation.	35
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating, and servicing.	35
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	5
B. Rolls base course to desired compaction; and	455
C. Rolls asphalt surfaces to desired compaction and smoothness and assures proper sealing of joints	500
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ROLLER OPERATOR (FINISH W/DENSITY DUTIES)

Operates tandem roller, static or vibrator for finishing of bases and asphalt surfaces. May also operate rubber tied roller on bases and asphalt surfaces, including final rolling in asphalt concrete. May oil, grease, service and make normal operating adjustments to equipment. Operate Electric Density on all asphalt surfaces following roller patterns to establish and/or confirm proper compaction effort for all rollers. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 29WKS OR
1160 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety Procedures;	5
B. Observation (as a passenger) of machine in operation (Static, Pneumatic, Vibratory);	35
C. Review Operating Manual (Electric Density Gauge); and	8
D. Observation of actual use of Electric Density Gauge.	24
CARE AND MAINTENANCE	
A. Safety Procedures;	5
B. Routine fueling, lubrication and servicing;	35
C. Proper storage, handling, cleaning of Electric Density Gauge; and Understand all adjustments on all rollers (tire pressure, frequency, amplitude, water system, scrapers, fuse locations)	48
ACTUAL OPERATION OF EQUIPMENT	
A. Safety Procedures;	5
B. Rolls base course to desired compaction;	455
C. Rolls asphalt surfaces to desired compaction and smoothness and assures proper sealing of joints; and	500
D. Determination of density in breakdown, intermittent and Finish phases, with and without assistance from QC tech.	40
TOTAL:	1160



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ROLLER OPERATOR A (ASPHALT, BITUMINOUS MATERIAL)

Operates self-propelled steel-wheeled, rubber-tired, sheep foot, vibrator, segmented, or other type roller to compact binder course, base course, surface course, shoulder materials, or stone cover on surface treatment. May also operate rubber-tired roller on base and asphalt surfaces, including final rolling on asphalt concrete. Drives machine in successive overlapping passes over surfaces to be compacted. Determines speed and direction of machine based on knowledge of compressibility of material under changing temperatures, so that ridges are not formed by excessive pressure. May oil, grease or otherwise service and make necessary adjustments to equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures; and	10
B. Observe machine in operation.	30
CARE AND MAINTENANCE	
A. Safety procedures; and	10
B. Routine fueling, lubrication and servicing.	30
ACTUAL OPERATION OF EQUIPMENT	
A. Safety procedures;	10
B. Starting and manipulating levers for moving equipment;	30
C. Rolls asphalt base course to desired compaction; and	450
D. Rolls asphalt surfaces to desired compaction and smoothness and assures proper sealing of joints.	470
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

ROLLER OPERATOR B (EARTHWORK, UP TO SUBGRADE)

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. May also operate rubber-tired roller on base and asphalt surfaces, including final rolling on asphalt concrete. Drives machine in successive overlapping passes over surfaces to be compacted. Determines speed and direction of machine based on knowledge of compressibility of material under changing temperatures, so that ridges are not formed by excessive pressure. May oil, grease or otherwise service and make necessary adjustments to equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures; and	10
B. Observe machine in operation.	30
CARE AND MAINTENANCE	
A. Safety procedures; and	30
B. Routine fueling, lubrication and servicing.	10
ACTUAL OPERATION OF EQUIPMENT	
A. Safety procedures;	10
B. Starting and manipulating levers for moving equipment and attachments, including blades;	30
C. Rolls embankments to desired compaction; and	450
D. Rolls subgrade to desired compaction and Smoothness.	470
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

SCALEHOUSE TECHNICIAN

Operates computerized Scale house controls to weigh for delivery of specified quantities of aggregate construction materials to various job locations. Generates load tickets using computerized load-out system; Ensures that loaded trucks do not exceed maximum legal load roadway limits; Familiar with various types and sizes of aggregate materials to be loaded. Maintains and requires a clean and safe working environment, familiar with various manufacturers' equipment. Performs other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures	20
B. Observe scale systems in operation and become familiar with various manufacturers' equipment	20
C. Become familiar with various aggregate sizes	20
D. Ethics training	20
CARE AND MAINTENANCE	
A. Safety procedures	20
B. Routine cleaning, maintenance, and servicing	80
EQUIPMENT OPERATION	
A. Safety procedures	10
B. Demonstrates proficiency in computer operations, load-out systems and generating load tickets	50
C. Demonstrates knowledge of various types of aggregate sizes, descriptions and uses	100
D. Demonstrates knowledge of legal load limits	100
E. Demonstrates and understands the ethical importance of never falsifying any weighing certification information or otherwise failing to comply with the requirements of NCDOT contracts to comply with the requirements of NCDOT contracts	80
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

SCRAPER

Operates self-propelled rubber-tired 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.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation (as a passenger) of machine in operation; and	20
C. Starting and manipulating levers for moving equipment and attachments.	15
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating and servicing.	35
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	5
B. Loading;	150
C. Spreading material;	150
D. Rough roadway grading; and	70
E. Compaction of embankment.	65
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

SCREED OPERATOR

Requires knowledge of grade levels and slopes. Requires knowledge of how to prep the screed prior to paving. Will be responsible for the computer settings and controls as required to complete the daily job functions:

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 20 WEEKS OR
800 HOURS

REQUIREMENTS

	Hours
ORIENTATION AND OBSERVATION	
A. Safety Procedures	20
B. Start up and Shut Down Process	35
CARE AND MAINTENANCE	
A. Safety Procedures	20
B. Routine fueling, lubrication and servicing	100
ACTUAL OPERATION OF EQUIPMENT	
A. Safe Operating Procedures	25
B. Coordination and operation/monitoring of screed controls and grades	600
Total	800



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

SHUTTLE BUGGY OPERATOR

Operates Material Transfer Device machine which keeps the hopper continuously working smoothly with enough material between the dump truck and the paver: rubber tired or track type. May require general maintenance and normal adjustments to the equipment. May perform other duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 20 WEEKS OR
800 HOURS

REQUIREMENTS

ORIENTATION AND OBSERVATION

	Hours
A. Safety Procedures	20
B. Operation of machine in operation starting and manipulating levers for moving the machine and conveyors	35

CARE AND MAINTENANCE

A. Safety Procedures	20
B. Routine fueling, lubrication and servicing	100

ACTUAL OPERATION OF EQUIPMENT

A. Safe Operating Procedures	25
B. Coordination and operation of machine between truck and paver	120
C. Operation of Machine	480

Total **800**



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

SIGN ERECTOR

Erects reassembled signs according to plans, sketches and blueprints. Measures location for sign and marks points where holes for expansion shields are to be drilled. Drills holes using star drill. Makes layout for erection of signs, cuts ties and sets reinforcing steel. Sets forms for concrete, pours concrete, sets anchor bolts, erects wooden or metal structures, places clamps, brackets or other required hardware on structures. May use welding equipment for installation. May perform other related duties.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND SAFE USE OF TOOLS OF THE TRADE	
A. Power and hand tools;	20
B. Special fittings and hardware; and	10
C. Specifications or design for concrete mixer.	20
APPLIED TECHNIQUES OF SIGN ERECTION	
A. Preparation of layout for signs;	30
B. Cuts, ties, and sets reinforcing steel for footings;	25
C. Sets forms, places concrete, sets anchor bolts;	300
D. Erects wooden or metal structures;	250
E. Places clamps, brackets or other required hardware on structures; and	240
F. Safety procedures.	10
BLUEPRINT OR CONSTRUCTION PLAN READING AND	50
A. BASIC DESIGN FAMILIARITY	
B. Safety procedures.	10
STRIPPING AND SALVAGING OF FORMS FOR RE-USE	65
A. Safety procedures.	10
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

SUPERINTENDENT (GRADING/BRIDGE)

Supervises and coordinates the activities of highway grading/bridge crew. Studies production schedules and estimated man-hour requirements for the completion of the job.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 50 WEEKS OR
2000 HOURS*

REQUIREMENTS	HOURS
ADMINISTRATION	200
A. Interpreting company policy to workers;	
B. Enforcing safety regulations;	
C. Maintaining time and production records;	
D. Coordinating work schedules with other superintendents;	
E. Recruiting; and	
F. Inspection of materials.	
PRODUCTION	1500
A. Transmits instructions and specifications to the foreman and other members of the crew;	
B. Interprets construction drawings and specifications and applies them in building the project;	
C. Assist workers in solving job-site problems; and	
D. Coordinates with project manager and general superintendent (grading/bridge) on short term schedule of work to be performed.	
E. PERSONNEL	300
F. Supervises crew;	
G. Recommends personnel actions such as promotions, transfers, discharges, and disciplinary action; and	
H. Trains/orients new employees and/or trainees.	
TOTAL	2000

SUGGESTED RELATED TRAINING

Red Cross First Aid Certification, Industry Safety Publications, Blue-Print Reading, Industrial Relations, Personnel Management, Contracting Laws, EEO, etc.



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

TRAFFIC CONTROL SPECIALIST

Communicates and maintains suitable liaison with Project Superintendent, Project Manager and Project Engineer. Develops and maintains ways and means of controlling traffic on a daily basis. Ensures that adequate supplies are available to meet required needs. Responsible for proper placement, erection and removal of traffic control materials. Ensures that flag persons are properly trained and placed effectively.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 18 WEEKS OR
720 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	10
B. Learns and fully understands the basic functions and requirements of the position; and	20
C. Becomes familiar with applicable regulations and/or policies.	20
APPLIED TECHNIQUES	
A. Development and maintenance of ways and means of controlling traffic daily;	150
B. Sees that adequate supplies are on hand to meet required needs;	20
C. Erects and places required traffic control materials daily. Also responsible for removal of such material at end of workday; and	300
D. Stays abreast of any changes which come about during the day and takes necessary steps to effect suitable control procedures.	200
TOTAL	720



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

TRAFFIC SIGNAL INSTALLER

Has a well-rounded background in traffic signal technology from coursework and experience. The Level II IMSA certification indicates the technician has additional training on traffic signal control system troubleshooting, on-site repairs, and maintenance methods and equipment. Areas of training include worksite safety, maintenance of traffic, traffic signal system equipment standards and operation, installation inspection, troubleshooting, equipment repair, replacement and programming, test equipment, signal phasing and timing, detection, system communications, preventive maintenance, and documentation. This position works under the general supervision of the Supervisor or General Foreman.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety Procedures	10
B. Observation in erecting and wiring of poles, span wire control cables, signal heads, loops, conduit, services, and controllers and all related parts.	40
C. Observation of operating all necessary tools and equipment to accomplish the above	10
D. Observation of plans, layout of traffic signal system	40
CARE AND MAINTENANCE	
A. Safety Operating Procedures	10
B. Cleaning and caring for hand tools and routine fueling, lubricating, servicing equipment	40
APPLIED TECHNIQUES	
A. Safety Procedures	10
B. Erection of Poles	10
C. Blueprint or construction plans reading and applications	80
D. Erection and wiring of span wires, control cables, signal heads, loops and controller cabinet wiring.	130
E. Installation of conduit, pull boxes and pulling cable	100
F. Coursework IMSA Certification Level II	40
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

TRAFFIC SIGNAL MECHANIC

Operates as Crew leader having a well-rounded background in traffic signal technology from coursework and experience. Substantial training on traffic signal control system troubleshooting, on-site repairs, and maintenance methods and equipment. Proficiencies include worksite safety, maintenance of traffic, traffic signal system equipment standards and operation, installation inspection, troubleshooting, equipment repair, replacement and programming, test equipment, signal phasing and timing, detection, system communications, preventive maintenance, and documentation.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 13 WEEKS OR
520 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety Procedures	10
B. Observation in erecting and wiring of poles, span wire control cables, signal heads, loops, conduit, services, and controllers and all related parts.	40
C. Observation of operating all necessary tools and equipment to accomplish the above	10
D. Observation of plans, layout of traffic signal system	40
CARE AND MAINTENANCE	
A. Safety Operating Procedures	10
B. Cleaning and caring for hand tools and routine fueling, lubricating, servicing equipment	40
APPLIED TECHNIQUES	
A. Safety Procedures	10
B. Erection of Poles	10
C. Blueprint or construction plans reading and applications	80
D. Erection and wiring of span wires, control cables, signal heads, loops and controller cabinet wiring.	130
E. Installation of conduit, pull boxes and pulling cable	140
TOTAL	520



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

TRUCK DRIVER (MULTI-REAR AXLE)

Drives multi-rear axle truck for transporting construction material. May have various kinds of beds attached, such as dump, flatbed, water tank, etc. Includes water wagon, service truck, hoist truck, etc. May pull semi-trailer or trailer. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	10
B. Observation (as a passenger) of vehicle in operation; and	50
C. Starting and manipulating vehicle.	40
CARE AND MAINTENANCE	
A. Safety procedures; and	10
B. Routine fueling, lubricating, and servicing.	340
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures; and	10
B. Loading and unloading materials and operation of vehicle.	580
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

TRUCK DRIVER (MULTI-REAR AXLE) – PRIOR EXPERIENCE

This “Modified Program” is for OJT Trainees possessing a valid CDL and demonstrated experience as determined by Contractor.

Drives multi-rear axle truck for transporting construction material. May have various kinds of beds attached, such as dump, flatbed, water tank, etc. Includes water wagon, service truck, hoist truck, etc. May pull semi-trailer or trailer. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE

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

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
a. Safety procedures;	10
b. Observation (as a passenger) of vehicle in operation; and	50
c. Starting and manipulating vehicle.	40
CARE AND MAINTENANCE	
A. Safety procedures; and	10
B. Routine fueling, lubricating, and servicing.	170
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures; and	10
B. Loading and unloading materials and operation of vehicle.	430
TOTAL	720



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

TRUCK DRIVER – OFF ROAD*

This Program is for OJT Trainees who will ONLY be operating vehicle(s) on a construction site.

Drives single-rear axle truck for transporting construction material. May have various kinds of beds attached, such as dump, flatbed, water tank, etc. Includes water wagon, service truck, hoist truck, etc. May pull semi-trailer or trailer. May oil, grease, service and make normal operating adjustments to equipment. May perform other related duties.

TRAINING OUTLINE

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

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	10
B. Observation (as a passenger) of vehicle in operation; and	20
C. Starting and manipulating vehicle.	15
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine fueling, lubricating, and servicing.	35
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures; and	5
B. Loading and unloading materials and operation of vehicle.	430
TOTAL	520

* Replaces “Truck Driver (Single-Rear)”



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

TRUSS PILE HAMMER OPERATOR (SPECIALIZED)

Truss pile driving foreman for Launching Gantry # 1. The pile driving foreman is responsible for placement and driving of 30” precast concrete pile. During driving operations, the foreman stays in constant communication with the truss operator, surveyor, and QC inspector to ensure all piles are driven in the right location and meet bearing specifications. The pile driving foreman follows detailed procedures before each movement of LG1’s lead system to ensure safety of all workers involved.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation and instruction of machine in operation; and	50
C. Starting, manipulating levers for moving equipment and attachment.	45
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine lubricating and servicing of machine	295
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	5
B. Hammer Lead Operation to place and strike piles; and	600
C. Special applications and functions	35
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

TRUSS OPERATOR (SPECIALIZED)

Truss trolley operator foreman for Launching Gantry # 1, the trolley operator is responsible for the movement and critical lifts of the LG1 system. Activities include positioning 30” concrete pile, setting 45ton precast cap segments, and placement of 70-ton girders into position for the success of the bridge building operation. The trolley operator stays in constant communication with supervision, spotters, and other foreman to ensure safety of all involved with day to day operations.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Observation and instruction of machine in operation; and	50
C. Starting, manipulating levers for moving equipment and attachment	45
CARE AND MAINTENANCE	
A. Safety procedures; and	5
B. Routine lubricating and servicing of machine.	295
ACTUAL OPERATION OF EQUIPMENT	
A. Safe operating procedures;	5
B. Trolley Operation to place materials into position; and	600
C. Special applications and functions	35
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

WELDER

Operates both electric welding apparatus and acetylene cutting apparatus. Fuses metal parts together using either arc welding process or oxy-acetylene method. Cuts, lies out, fits and welds sheet metal and other metal or alloyed metal parts to fabricate or repair equipment. May perform other related duties.

TRAINING OUTLINE
*APPROXIMATE TRAINING TIME: 26 WEEKS OR
1040 HOURS*

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	5
B. Welding equipment;	20
C. Materials selection; and	20
D. Observation of welder.	20
APPLIED TECHNIQUES OF WELDING	
A. Safety procedures;	5
B. Acetylene cutting; and	300
C. Electric welding.	300
ACTUAL WELDING OPERATIONS	
A. Safety procedures;	5
B. Cut, layout, fit and weld sheet metal and other metal parts; and	185
C. Fabricate and repair equipment.	180
TOTAL	1040



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

WELDER/STEEL FABRICATOR

Operates both electric welding apparatus and acetylene welding apparatus. Fuses metal parts together using either arc welding process or oxy-acetylene method. Cuts, lays out, fits and welds sheet metal, cast iron, and other metal or alloyed metal parts to fabricate or repair equipment. The job will require skill in performing rebuilds as well as design fabrications that will meet certification quality.

The job requires the following motions: climbing, stooping, bending, squatting, lifting, stretching, driving/sitting, pushing, gripping, pulling, twisting, kneeling, standing, reaching and hammering. Must lift varying weights regularly, up to 100 pounds. Uses other hand tools such as wrenches, files, rasps, etc. May be exposed to extremes of hot or cold weather. Overtime is required as needed. Should job require operating company vehicle, employee maybe required to meet Driver Qualification Standards. In some instances, may require following Commercial Drivers' License and necessary endorsements in accordance with 49 CFR 383.91: heavy straight vehicle (Group B).

Job requires skills in certain type of blueprint reading, as well as planning and building from instruction.

TRAINING OUTLINE
APPROXIMATE TRAINING TIME: 47 WEEKS OR
1880 HOURS

REQUIREMENTS	HOURS
ORIENTATION AND OBSERVATION	
A. Safety procedures;	15
B. Welding equipment;	40
C. Material selection; and	40
D. Observation of welder.	60
APPLIED TECHNIQUES OF WELDING	
A. Safety procedures;	15
B. Acetylene cutting; and	350
C. Electric welding.	350
ACTUAL WELDING OPERATIONS	
A. Safety procedures;	15
B. Cut, layout and weld metal and other metal parts;	400
C. Fabricate and repair equipment; and	400
D. Design, record keeping, inventory and other miscellaneous items such as forklift, OSHA, and defensive driver training.	195
TOTAL	1880



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

North Carolina Department of Transportation
On-The-Job Training Program
1511 Mail Service Center Raleigh, NC 27699-1511

Location: 750 N. Greenfield Parkway
Garner, NC 27529

