

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Transportation
Office of Civil Rights



The On-the-Job Training Program

Progressive Partners Supportive Services Program



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Overview

The District Department of Transportation's On-the-Job Training Program provides training opportunities for women, minorities, and disadvantaged persons in order to increase their numbers in every job class in the highway construction industry. The goal is to place individuals as trainees on highway projects and provide them with the required training to reach Journeyman status.

Participants in the DDOT OJT program receive training on federally-funded highway construction in up to two trades such as:

| | |
|--------------------------------|--|
| Bridge Constructor | Iron worker – Structural |
| Carpenter | Painter – Steel Bridge |
| Cement Mason | Pile Driver |
| Concrete Finisher | Pipelayer |
| Electrical Worker | Plumber |
| Excavator Operator | Stone Mason |
| Formsetter | Welder |
| Iron Worker Reinforcing–Bridge | <i>(See Job Classifications, Page 7)</i> |

Trainees learn new skills and earn a higher wage after the training program. Applicants selected for training must have dependable work habits and a desire to learn and improve.

WHO CAN BE A TRAINEE?

The applicant must be:

- Eighteen (18) years of age or older
- In good health
- Able to pass a drug screening test
- In a position which upgrades him/her from semi-skilled to skilled craft status
- Approved by the District Department of Transportation.

The applicant *cannot* be:

- A current college student on a seasonal break from classes;
- Someone who has already enrolled in two DDOT OJT training programs; or
- Enrolled as a trainee in any trade classification in which he/she has successfully completed a training course or attained Journeyman status.

The goal is to hire a minority or a woman in a skilled craft where the contractor is low on minority or women employees.

TRAINEE WAGES

Trainee wages are often specified in the construction contract. If not, there are standards based on prevailing wages in each trade class. **Trainees earn more as they learn more:**

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

Non-union trainees are paid fringe benefits in cash.

Union Apprentices are paid union apprentice scale plus benefits.

PROBATION

All candidates for enrollment in the OJT Program are given a thirty-day probationary period. This period allows the contractor to view the candidate's work habits and attitudes and also allows the candidate to experience the contractor's work requirements and supervision style.

TRAINING

Once enrolled, you will receive training in your designated craft until you attain Journeyman status or until the highway project is completed. If training is not complete when the project ends or is suspended for some reason, training may continue on other DDOT projects. The goal is for you to acquire new job skills and continue on as a regular employee after training.

SUPPORTIVE SERVICES

The Progressive Partners Program has additional courses that will allow you to become knowledgeable about the highway construction industry. Additional training may include:

Physical conditioning

Conversational Spanish/English for Construction Communication

OSHA Certification w/ Basic Road Construction Safety (10 hours and 30 hours)

First Aid/CPR Certification – to prepare trainees for emergencies on the job

Flagging and Traffic Work Zone Safety

Equipment Familiarization/Tools Recognition

Construction Math

Blueprint Reading

(See Workforce Development Courses, Page 11)

SUPPORTIVE SERVICES (Continued):

The OJT program may be able to help eliminate barriers to your participation, with day care vouchers, transportation vouchers, work clothes, tools and supplies, individual training plans or other services. Quarterly meetings provide a “safe space” for you to review your responsibilities to the contractor and vice versa, review the trainee handbook and the rights of trainee/apprentices, resolve issues before they become disputes, and facilitate peer problem solving.

TRAINEE RESPONSIBILITIES

As a Trainee/Apprentice you must:

- Arrive at work on time each day, properly dressed for the weather and the job.
- Contact the foreman or superintendent as early as possible if unable to be at work that day.
- Act professionally at all times. Failure to do so can lead to disciplinary actions including up to one year suspension from the program, with no guarantee of a return to the program.
- Monitor your weekly progress and the number of hours accumulated towards your training (the OJT Program Manager and the contractor’s Equal Opportunity representative will assist).
- Discuss job-related problems with the foreman, superintendent, or the Equal Opportunity representative before the problems affect job performance.
- Attend the Quarterly Trainee Meetings.

Trainees who demonstrate a professional work ethic may receive recommendations for additional or advanced training and permanent career placement.

Grounds for immediate termination:

- **“No-call, No show.”**
- **Failure to pass a random drug screening.**

CONTRACTOR RESPONSIBILITIES TO TRAINEES:

Contractors must provide you with:

- Copies of your trainee agreement form
- The name and contact information of the company's EEO officer
- Copies of your Weekly Training Reports
- Copies of your Monthly Training Reports
- Wage information at each phase of training
- Normal wages during approved off-site training
- A certificate of completion at the end of your training period

DISPUTE RESOLUTION

If you have a dispute with the company, you should notify the company's EEO officer to try and resolve the matter. The contractor will notify the OJT Manager, outlining the nature of the dispute (wage or employment practices, work conditions, discrimination, etc.) and indicate what is being done to investigate and resolve matters.

If the issue cannot be settled between you and the company, and if the matter involves discrimination, the trainee has the right to submit a formal complaint to the DC Office of Human Rights or the DC Field Office of the Equal Opportunity Commission (*see page 6*).

Union apprentices who have wage disputes or employment discrimination disputes must first provide a written, formal complaint to the contractor. The contractor is required to address the matter and seek all avenues to respond and correct it. If this is unsuccessful, contact your union representative for further assistance and remediation.

TERMINATION:

As a Trainee/Apprentice, you cannot be terminated by the contractor (other than for seasonal layoffs) without a counseling session by the contractor, the company EO representative and the DDOT OJT Manager to explain the reason for the layoff. The contractor must give you and DDOT a written notice of the counseling sessions and the reason for termination.

However, DDOT, along with the contractors, operates a zero tolerance for the following: "No-call, No show" and failure to pass a random drug screening.

Discrimination Complaint Procedure

If you believe you have been discriminated against because of race, color, national origin, sex, age, personal appearance, sexual orientation, political affiliation, family responsibilities, disability, familial status, marital status, source of income or place of residence, you may file a discrimination complaint with the DC Office of Human Rights, 441 4th Street NW, Suite 570N (202-727-4559) or the Washington Field Office of the Federal Equal Employment Opportunity Commission (EEOC) at 131 M Street NE, Fourth Floor, Suite 4NWO2F (800-669-4000).

JOB CLASSIFICATIONS

Listed below are brief descriptions of the skilled trade crafts that are offered in the District Department of Transportation's On-the-Job Training Program. Trainees who have completed their initial programs may request an upgrade to another craft after seeking permission from the contractor and upon approval by the OJT Program Manager. You can only enroll in two trade crafts under this 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.

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.

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 insure it's profitability and quality.

BRIDGE CONSTRUCTOR: Performs any combination of the following duties on bridge construction projects, usually working in utility capacity, by transferring from one task to another task where demands require workers with varied experience and ability to work without close supervision: Measures distance from grade stakes, drives stakes, stretches tight line, and positions and blocks up under forms. Positions and secures steel and re-bars in concrete forms to reinforce concrete. Assists in placing concrete. Removes forms after concrete has hardened; stacks material according to grade and dimensions after cleaning.

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.

CEMENT MASON: Smooths and finishes poured concrete. Works on foundations of buildings, in highway construction, and on sidewalks, driveways, and patios. Helps make concrete beams, columns, and panels. Cement masons are needed wherever a finished surface of concrete is poured. They also apply latex and epoxy to floors. Cement masons can create colored surfaces by applying tinted cement.

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.

ELECTRICAL WORKER: Assists in a combination of duties, including: wiring, grounding, cutting wires to scale from blueprints or oral directions, installation of fixtures, switches and devices, installation of controls, conductors, heating, and air conditioning. Performs related tasks such as testing circuits. Performs other related duties

ESTIMATOR-PROJECT MANAGER: Individual will be trained in highway construction project work beginning with estimating 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 in maintaining 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.

EXCAVATOR OPERATOR: Operates various types of Flat Track and Rubber Tire Excavators. Excavates for pipe trenches, performs roadway and pit excavation, ditching, and clean up. Moves materials to desired grade for site, roadway or quarry, and gravel pit operations. Uses various attachments for different tasks. Maintains equipment upkeep and records.

FIELD ENGINEER/SURVEYOR TRAINEE: 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. Has full supervision over and directs Rodperson. May perform other related duties.

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

FOREMAN TRAINEE – BRIDGE CONSTRUCTION: Supervises crew to include recruitment, training, and direct supervision. Responsible for coordinating work with regard to inspection, material supply, and equipment required. Keeps personnel records to include payroll time and administers company personnel policy.

GUARD RAIL ERECTOR: Digs holes for posts, drives posts, attaches guard rails, pours incidental concrete, paints guard rails. May perform other related duties.

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, reinforce concrete with wire mesh, weld reinforcing bars together. May perform other related duties.

LANDSCAPE WORKER: Moves soil, equipment, and materials, digs holes for plants and trees using pick and shovel or power equipment. Mixes fertilizer or lime with dirt in bottom of holes to enrich soil, places plants or trees in holes and adds material to fill holes. Attaches wires from planted trees to stakes to support trees, hauls or spreads topsoil using wheelbarrow and rake. Waters trees and plants, spreads straw or seeded soil. Places decorative stones, plants flowers and mows grass, using power mower. May perform other related duties.

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.

PAINTER – STRUCTURAL STEEL BRIDGE: Paints cables and structural steel framework of bridges and other portions of structures requiring painting, using either brush, roller, or spray. May perform other related duties.

PILEDRIIVER TRAINEE: Sets pile in leads and sets pile in correct position. Guides sheet steel pile into grooves of adjacent pile. Places cap and signals piledriver operator to start or stop hammer and adjusts direction and angle of leads. May perform other related duties.

PIPELAYER: Lays clay, concrete, steel, C.I., or other type of pipe for water main, gas main, sanitary sewer, telephone and electrical conduits. May smooth bottom 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 joining pipe or assemble and place corrugated metal pipe. Must be able to physically set elevations with laser or other engineering equipment. May perform other related duties.

PIPELAYER (SANITARY/STORM/WATER): Lays glazed or unglazed clay, concrete, steel or cast-iron pipe to form 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 or assemble and place corrugated metal pipe. Must be able to physically set elevations with laser or other engineering equipment. May perform other related duties.

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

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

ROLLER OPERATOR: Operates self-propelled steel wheeled, rubber tired, sheepfoot, 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.

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.

SIGN ERECTOR: Erects reassembled signs according to plans, sketches and blueprints. Measures location for signs 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.

STONE MASON: Lays out work from plans and sets up template and guidelines. Lays brick, concrete block, tile or other materials in the construction of manhole, catch basin, drop inlet, sidewalk, retaining wall, and other incidental structures. May perform other related duties.

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

Workforce Development Course Descriptions

OSHA 10-Hour Training for the Roadway Construction Industry

This program focuses directly on the day-to-day hazards faced by roadway construction workers. Get a practical approach to recognizing and controlling OSHA-identified roadway construction hazards. **A US Department of Labor OSHA card will be issued upon satisfactory completion of the course.**

Training goal: Upon completion of the OSHA-Roadway course, you'll be able to employ a proactive approach to construction safety and health efforts to gain a competitive advantage.

Who should attend? Employees from the transportation construction industry including: safety and health managers, site managers or supervisors should attend this course.

Why should you attend? OSHA-Roadway is a 2-day training program for the roadway and work zone construction worker that focuses on practical approaches to recognizing and controlling OSHA-identified construction hazards. You'll gain an understanding of the importance of identifying, controlling and eliminating common construction hazards as a means of preventing deaths, injuries and illnesses. It teaches you to respond positively to Occupational Safety and Health Administration (OSHA) safety and health regulatory compliance issues that are specific to the roadway construction industry.

Upon completion of the course you will be able to apply the resources and information learned to your own contractor's safety and health efforts to achieve your goals.

There are 11 modules contained in the course including:

- Introduction to OSHA
- Night Work
- Confined Spaces
- Roadway Work Zones
- Mechanical Equipment
- Fall Prevention and Protection
- Collisions
- Electrical Safety
- Occupational Health and Environmental Controls
- Personal Protective Equipment and High Visibility
- Excavations and Trenching

Flagger (Novice)

Controlling traffic through work areas is one of the most important -- and dangerous -- operations in construction maintenance. The National Safety Council's Flagger Training Course is a comprehensive skill-building session that meets federal industry guidelines. **A National Safety Council-issued flagger card will be issued upon completion of this course.** This will be valid for two years and is acceptable in the District of Columbia.

The primary objectives of the program are to train flaggers to provide safe passage of traffic through and around work areas and to minimize confusion by bringing standard flagging procedures to our nation's highways.

Who should attend? This course is a must for novice construction work zone flaggers in both one- and two-person flagging operations. Experienced flaggers can attend this course as a refresher. All attendees receive a certificate of course completion.

What you'll learn:

- Thorough understanding of flagging procedures and proper use of required equipment.
- Improved flagging skills from hands-on training, classroom activities and a flagging skills test.
- Increased ability to coordinate traffic movement through the work zone.

Emergency Care

First Aid, CPR

Knowing how to respond to a first aid or CPR emergency is one of the most important skills a person can possess. The Standard First Aid, CPR and AED course meets the OSHA requirements and is your tool for training in the latest skills, techniques and expertise in life-saving procedures. The practice and feedback of using related skills in a realistic situation is integrated into the actual teaching experience. **National Safety Council issued First Aid and CPR cards will be issued upon satisfactory completion of this course.** The First Aid card is valid for three (3) years and the CPR card is valid for two (2) years.

What you'll learn: The course covers a proven, standardized method of teaching first aid, CPR and AED with high effectiveness and you will be provided with the reasons and dynamics behind each topic or visual presentation. The Standard First Aid, CPR and AED course topics include:

- Breathing and cardiac emergencies in adults, infants and children
- Identifying and caring for bleeding, sudden illnesses and injuries Preventing disease transmission
- Introduction to AEDs

Additional Workforce Development Courses

Conversational Spanish/English

Road construction is within itself a hazardous work environment. To ensure the safety of all personnel, it is essential that everyone on the site have the ability to communicate with one another in the event of a safety emergency. Recognizing the diversity of our construction workforce, a Conversational Spanish/English course is a major component of this training module.

Training Goal: The primary objective of this course is to increase the participants' knowledge of both Spanish and English safety communication vocabularies. All training modules include a bi-lingual component so as to familiarize the participants with a working knowledge of how to communicate safety problems to both English and Spanish speakers alike.

What You Will Learn: Participants will learn how to basic Spanish/English vocabularies including salutations, tool recognition and familiarization, currency, time, dates, measurements. Key phrases for First Aid/CPR assistance and emergencies are also covered.

Workers' Legal Rights and Responsibilities

Equal Employment Opportunity and Title VII Rights

The District Department of Transportation (DDOT) and its contractors, consultants, suppliers, and other recipients of Federal funds must comply with Title VI of the Civil Rights Act of 1964. This law protects individuals from discrimination on the basis of race, color, or national origin in any program receiving Federal assistance.

Training Goal: The primary goal is to inform participants of their rights under Title VI of the Civil Rights Act of 1964.

What You Will Learn: Participants will learn about DDOT'S Title VI Policy and Assurances and policies including: Public Involvement; Environmental Justice; Limited English Proficiency requirements; and how to file a Title VI complaint. Upon completion of this module, participants will receive Title VI brochures in English and Spanish for future reference.

**For more information on the DDOT On-the-Job Training Program
contact Linda Fennell at 202-645-8620**

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Transportation



The On-the-Job Training Program
Progressive Partners Supportive Services Program

PARTICIPANT SURVEY

Participant's Name: _____ Date: _____
Address: _____
City _____ State _____ Zip Code; _____
Telephone number: (h) _____ (c) _____
Email: _____
Emergency Contact Name: _____
Telephone Number: (h) _____ Cell: _____
Other: _____
Project: _____
Contractor: _____

Education:
How many years of school do you have? _____

Demographics:
Race: White _____ Black _____ Hispanic _____ Asian _____ American Indian _____
Other _____
Sex: Male _____ Female _____ Age: _____

How long have you been a participant in the On-the-Job Training Program?
____ Years ____ Months **Are you:** a Trainee? _____ an Apprentice _____?

If apprentice, please indicate your union local and union representative's contact information. _____

How were you recruited for this program?

Community Based Program ____ Department of Employment Services Project
Empowerment ____
Newspaper Ad ____ Word of Mouth ____
DDOT Orientation ____ CSOSA ____
WAWIT ____
New Hire ____ Upgrade: ____

What is your present classification?

| | |
|--|---|
| Bridge Laborer _____ | Formsetter _____ |
| Carpenter _____ | Iron Worker Reinforcing–Bridge or Highway _____ |
| Carpenter – Bridge/Highway _____ | Iron worker – Structural _____ |
| Concrete Finisher _____ | Laborer I & II _____ |
| Cement Mason _____ | Painter- Steel Bridge _____ |
| Construction Worker I Bridge _____ | Pile Driver _____ |
| Electrical Trainee _____ | Pipe layer _____ |
| Equipment Maintenance Technician _____ | Plumber _____ |
| Equipment Operator _____ | Stone Mason _____ |
| Operating Engineer _____ | |

Has the On-the-Job Training Program been explained to you? _____

When? _____ **By Whom?** _____

Rate of pay: _____ p/hr **Has your trainee pay rate been explained to you?** _____

Do you have a copy of your signed agreement? Yes _____ No _____

Do you have a copy of your training curriculum? Yes _____ No _____

Are you aware of the EEO Officer/complaint procedure for the company? Y/N _____

Has anyone informed you on the location of the project bulletin board? Y/N _____

What are the required training hours needed to receive journeyman status? _____

How many training hours have you accrued to date? _____

Have you performed work in the training classification that you are now presently enrolled?

Yes _____ No _____

Who supervises reviews and approves your work? _____

What types of tools or equipment do you use during training? _____

What types of training/or certifications do you have?

| | |
|--------------------------------------|---------------------|
| 10 Hour OSHA _____ | 30 Hour OSHA _____ |
| Flagging Certification _____ | First Aid/CPR _____ |
| Conversational Spanish/English _____ | Other: _____ |

How did you obtain the training/certification?

| | |
|---|---------------------------|
| DDOT Training _____ | Contractor Training _____ |
| Community-based Organization Training _____ | Other _____ |

Do you feel that you should be trained for another job? _____

Which job? _____ **Why?** _____

Any complaints concerning the training that you are receiving? _____

If so, please explain below:

Please specify any additional training needs:

**Additional
comments:**

Trainee Signature _____

For DDOT/OIWR/CRD USE ONLY

Indicate the job classification for this trainee as shown on **certified payroll** for this project. _____

Week Ending _____ Rate of Pay: _____

Additional Comments:

DDOT Employee Signature _____

Title _____

Send the original to the Supervisory EO Specialist and keep a copy in the project EEO file.