

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION

TO: NJDOT RESIDENT ENGINEERS AND CONTRACTORS

SUBJECT: "REVISED STANDARD TRAINING GUIDELINES"

DATED AUGUST 19, 1997
REVISED MAY 2007

Copies of the Revised Standard Training Guidelines used in fulfilling "Training Special Provisions" requirements found in NJDOT contracts are attached. The original guidelines were developed by NJDOT, the Federal Highway Administration and the Construction Industry Advancement Fund's Training Committee.

Apprenticeship programs registered with the USDOL Bureau of Apprenticeship and Training (BAT) are also approved for training per the Contract EEO Special Provisions (e.g. Carpenters, Dockbuilders, Electricians, Ironworkers and Operating Engineers).

The attached guidelines do not preclude Contractors from developing and submitting others, suited to their particular training needs, to the Resident Engineer and the Division of Civil Rights and Affirmative Action for final review and approval. The Training Special Provisions state: "FHWA and NJDOT shall approve a program if it is reasonably calculated to meet the equal employment opportunity obligations of the Contractor and to qualify the average apprentice or trainee for journeyman status in the occupation concerned by the end of the training period."

THIS PARAGRAPH APPLIES ONLY TO "TRAINEES", NOT APPRENTICES:

Per the above, skilled trainees may complete up to 3,000 NJDOT training hours (with an extension of an additional 1,000 hours permitted on a case-by-case basis). Semi-skilled and lower-level management trainees attain journeyman status upon completion of a training guideline and may complete up to 3 different positions.

The Training Guideline Approval Process consists of 4 steps:

- Step #1: Contractor's development/submission to Resident Engineer (R.E.).
- Step #2: R.E.'s review/concurrence/submission to DCR/AA
- Step #3: DCR/AA's determination to R.E. & R.E.'s notification to Contractor.
- Step #4: DCR/AA's notification to Construction Engineering.

Contractors: Keep these as your master guidelines and attach copies to your Initial Training Program submission as an indication that you have reviewed, accepted and adopted these guidelines.

Both the Resident Engineer and the Contractor will receive the approved Initial Training Program accompanied by specific "Instructions for Implementing the Training Special Provisions" and all required forms.

NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATION ACTION
REVISED STANDARD TRAINING GUIDELINES DATE MAY 2007

SKILLED POSITIONS

PROGRAM HOURS

CARPENTER APPRENTICE	1000
CARPENTER TRAINEE TYPE "A"*	1000
CARPENTER TRAINEE TYPE "B"*	1000
DOCKBUILDER APPRENTICE	1000
DOCKBUILDER TRAINEE*	1000
ELECTRICIAN APPRENTICE	1000
IRONWORKER APPRENTICE	1000
IRONWORKER TRAINEE*	1000
IRONWORKER-FENCE ERECTOR*	460
IRONWORK-GUARDRAIL ERECTOR*	330
IRONWORKER-SIGN STRUCTURES*	340
LABORER APPRENTICE	1000
OPERATING ENGINEER APPRENTICE	1000

SEMI-SKILLED POSITION (LABORER TRAINEES)

PROGRAM HOURS

ASPHALT WORKER	440
DRILLER	380
DRILLER HELPER	440
FINISHER	800
FORMSETTER	460
GRADEPERSON	460
LANDSCAPER	480
PIPELAYER	460
POWERTOOL SPECIALIST	300
TRAFFIC CONTROL COORDINATOR TYPE "A"	750
TRAFFIC CONTROL COORDINATOR TYPE "B"	750
TRUCK DRIVER	700
WICK DRAIN SPECIALIST	400

LOWER LEVEL MANAGEMENT POSTIONS*

PROGRAM HOURS

ASSISTANT CLERK TYPE "A"	560
ASSISTANT CLERK TYPE "B"	560
ASSISTANT CLERK COMPUTER OPERATOR	860
ASSISTANT OFFICE MANAGER	1000
ENGINEERING CLERK	460
EQUIPMENT CLERK	460
TIMEKEEPER	480
TIMEKEEPERS/CLERKS MAY PROGRESS TO ASSISTANT CLERK/COMPUTER OPERATOR OR ASSISTANT OFFICE MANAGER	

*CONTRACTORS MAY SUPPLEMENT THESE GUIDELINES BY PROVIDING SAFETY TRAINING. (USDOL-REGISTERED APPRENTICESHIP PROGRAMS REQUIRE SAFETY TRAINING/)

NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATION
ACTION CARPENTER APPRENTICE TRAINING GUIDELINE

PROGRAM HOURS: 1000

MINIMUM AVAILABLE HOURS: _____

The training guideline for Carpenter Apprentices will be outlined only under a USDOL/State approved union apprentice program. The employer, for the purpose of this training, will give only the on-the-job training portion from work available on this project.

The apprentices will be members of Union Local # _____.

All apprentices must be registered with the USDOL/State prior to hiring on this project.

CONTRACTOR SIGNATURE

DATE

CANDIDATE SIGNATURE

DATE

NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
CARPENTER TRAINEE TYPE "A" TRAINING GUIDELINE

PROGRAM HOURS: 1000

MINIMUM AVAILABLE HOURS: _____

Trainees will be supervised by a foreman or higher supervisor on a daily basis. The program will include the following areas of work exposure and construction operations:

<u>CATEGORIES</u>	<u>HOURS</u>
A. Familiarization, operation and use of power tools and specialty equipment used in carpentry work.	275
B. Basic layout	100
C. Rough framing, scaffolding, floors/walls/roof for heavy construction	200
D. Form building, build in place forms applicable to heavy highway	300
E. Fabrication of facilities, work platforms, ladders, safety railings and general job protection structures	<u>125</u>
	1000

This guideline is non-renewable: if the Contractor elects to continue training a Carpenter Trainee, a new guideline must be submitted as specified on the Revised Standard Training Guidelines cover sheet.

CONTRACTOR SIGNATURE

DATE

CANDIDATE SIGNATURE

DATE

NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
CARPENTER TRAINEE TYPE "B" TRAINING GUIDELINE

PROGRAM HOURS: 1000

MINIMUM AVAILABLE HOURS: _____

Trainees will be supervised by a foreman or higher supervisor on a daily basis. The program will include the following areas of work exposure and construction operations:

<u>CATEGORIES</u>	<u>HOURS</u>
A. Observation prior to work	10
B. Measurement and powertool operation	140
C. Formwork mechanical devices and installation	50
D. Bridge deck formwork (interior beams)	100
E. Bridge deck formwork (overhang forms)	200
F. Bridge deck formwork (bulkheads and end closures)	180
G. Bridge parapet formwork (wood and mechanical)	180
H. Telescopic auto level instruction and use	50
I. Bridge finisher operation (screed rail)	40
J. Bridge finisher operations (set-up and dry run)	<u>50</u>
	1000

This guideline is non-renewable; if the Contractor elects to continue training a Carpenter Trainee, a new guideline must be submitted as specified on the Revised Standard Training Guidelines cover sheet.

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
DOCKBUILDER APPRENTICE TRAINING GUIDELINE

PROGRAM HOURS: 1000

MINIMUM AVAILABLE HOURS: _____

The training guideline for Dockbuilder Apprentices will be as outlined only under a USDOL/State approved union apprentice program. The employer, for the purpose of this training, will give only the on-the-job portion from work available on this project.

The apprentices will be members of Union Local #_____.

All apprentices must be registered with the USDOL/State prior to hiring on this project.

CONTRACTOR SIGNATURE

DATE

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DATE

NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
DOCKBUILDER TRAINEE TRAINING GUIDELINE

PROGRAM HOURS: 1000

MINIMUM AVAILABLE HOURS: _____

Trainees will be supervised by a foreman or higher supervisor on a daily basis. The program will include the following areas of work exposure and construction operations.

<u>CATEGORIES</u>	<u>HOURS</u>
A. Techniques of the trade (Instruction in actual operations and observation of operations prior to work assignment.)	100
B. Familiarization, operation and use of tools and specialty equipment used in dockbuilding work.	280
C. Welding of structural members.	300
D. Use of burning outfit (cutting of steel members).	220
E. Pile driving.	<u>100</u>
	1000

This guideline is non-renewable; if the Contractor elects to continue training a Dockbuilder Trainee, new guideline must be submitted as specified on the Revised Standard Training Guidelines cover sheet.

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
ELECTRICIAN APPRENTICE TRAINING GUIDELINE

PROGRAM HOURS: 1000

MINIMUM AVAILABLE HOURS: _____

The training guideline for Electrician Apprentices will be as outlined only under a USDOL/State approved union apprentice program. The employer, for the purpose of this training, will give only the on-the-job training portion from work available on this project.

The apprentices will be members of Union Local # _____.

All apprentices must be registered with the USDOL/State prior to hiring on this project.

CONTRACTOR SIGNATURE

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CANDIDATE SIGNATURE

DATE

NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
IRONWORKER APPRENTICE TRAINING GUIDELINE

PROGRAM HOURS: 1000

MINIMUM AVAILABLE HOURS: _____

The training guideline for Ironworker Apprentices will be as outlined only under a USDOL/State approved union apprentice program. The employer, for the purpose of this training, will give only the on-the-job training portion from work available on the project.

The apprentices will be members of Union Local # _____.

All apprentices must be registered with the USDOL/State prior to hiring on this project.

CONTRACTOR SIGNATURE

DATE

CANDIDATE SIGNATURE

DATE

NJDOT DIVISION OF CIVIL RIGHTS
IRONWORKER TRAINEE TRAINING GUIDELINE

Trainees will be supervised by a foreman or higher supervisor on a daily basis. The program will include the following areas of work exposure and construction operations:

<u>CATEGORIES</u>	<u>HOURS</u>
A. Techniques of the trade (Instruction in actual operations, observation of operations prior to work assignment).	100
B. Plan reading	20
C. Sorting and placement of reinforcing steel as shown on plans	300
D. Tying of reinforcing steel	300
E. Setting of bridge girders	<u>280</u>
	1000

This guideline is non-renewable; if the Contractor elects to continue training an Ironworker Trainee, a new guideline must be submitted as specified on the Revised Standard Training Guidelines cover sheet.

CONTRACTOR SIGNATURE DATE CANDIDATE SIGNATURE DATE

NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
IRONWORKER-FENCE ERECTOR TRAINING GUIDELINE

PROGRAM HOURS: 460

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by a foreman on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (instruction in actual operations, care and maintenance of tools and/or equipment (where applicable).	80
a. Program related tools	
b. Observation of operations prior to work assignment and performance	
II. ACTUAL OPERATIONS	
a. Exposure to various operations such as putting size posts in the proper holes, marking the posts for grade line, plumbing posts for alignment and bringing posts to proper height.	70
b. Techniques in measuring and cutting the brace rail and installing the truss rods.	60
c. Assist in laying out/standing up fabric, weaving the fabric together to make one continuous run and stretching the fabric to make it taut	50
d. Practical application: connect the fabric to the terminal posts, hog ring the fabric to the coil spring, and install ties on the rail and posts.	<u>200</u>
	460

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
IRONWORKER-GUARDRAIL ERECTOR TRAINING GUIDELINE

PROGRAM HOURS: 330

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by a foreman on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (instruction in actual operations, care and maintenance of tools and/or equipment where applicable).	80
a. Program related tools	
b. Observation of operations prior to work assignment and performance	
II. ACTUAL OPERATIONS	
a. Alignment and elevation procedures	100
b. Installation procedures and sequence of post, rail, etc.	110
c. Unloading and storing procedures	<u>40</u>
	330

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
IRONWORKER-SIGN STRUCTURES ERECTOR TRAINING GUIDELINE

PROGRAM HOURS: 340

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by a foreman on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (instruction in actual operations, care and maintenance of tools and/or equipment (where applicable).	80
a. Program related tools	
b. Observation of operations prior to work assignment and performance	
II. ACTUAL OPERATIONS	
a. Blueprint reading	10
b. Preparation of layout for signs	20
c. Cut and tie reinforcing steel for footings	25
d. Erection of metal structures	175
e. Types of clamps, brackets, etc. and use of hardware for installation	<u>30</u>
	340

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
LABORER APPRENTICE ROADWAY AND UTILITY TRAINING GUIDELINE

PROGRAM HOURS: 1000

MINIMUM AVAILABLE HOURS: _____

Apprentice will be supervised by a foreman or higher supervisor on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (instruction in actual operations, care and maintenance of tools and/or equipment (where applicable).	40
a. Safety indoctrination, use of personal protective gear, First Aid Instruction, general hazard awareness and traffic safety.	
b. Observations of techniques and operations prior to assignment and actual work performance.	80
II. ACTUAL OPERATIONS	
a. Instructions in proper procedures for checking grades and assisting in excavation of roadways.	100
b. Instructions in recognition and installation of pipes and conduits.	200
c. Instruction in the installation of curb and sidewalk concrete forms.	200
d. Instruction in concrete pours for curbs and sidewalks.	100
e. Instruction in preparation and performance of asphalt paving.	100
f. Instruction in cutting pavement with the use of saws and jackhammers.	80
g. Assisting the Traffic Control Coordinator in the placement of cones and barrels and performing flagman duties.	<u>100</u>
	1000

NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
* OPERATING ENGINEER APPRENTICE TRAINING GUIDELINE

PROGRAM HOURS: 1000

MINIMUM AVAILABLE HOURS: _____

*INDICATE EQUIPMENT TO BE TRAINED ON: _____

The training guideline for operating engineer apprentice will be outlined only under a USDOL/State approved union apprentice program. The employer, for the purpose of this training, will give only the on-the-job training portion from work available on this project.

All apprentices must be registered with the USDOL/State prior to hiring on this project.

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
ASPHALT WORKER TRAINING GUIDELINE

PROGRAM HOURS: 440

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by a foreman on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (instruction in actual operations, care and maintenance of tools and/or equipment (where applicable).	80
a. Program related tools	
b. Observation of operations prior to work assignment and performance	
II. ACTUAL OPERATIONS	
a. Preparation and securing of machinery prior to and at completion of paving operation.	10
b. Pavement preparation	10
c. Operating screen to regulate depth/width of material	100
d. Raking and shoveling asphalt	40
e. Using the hand tamper, straight edge and lute	80
f. Making joints in asphalt pavement	80
g. Familiarization with various types of asphalt mixes	<u>40</u>
	440

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
DRILLER TRAINING GUIDELINE (REVISED 8/96)

PROGRAM HOURS: 380

MINIMUM AVAILABLE HOURS: _____

Training will be conducted primarily by the driller on a daily basis and the trainee will also be observed and instructed by the blaster and/or the immediate supervisor. The program will include the following areas of work exposure and on-the-job training:

<u>CATEGORIES</u>	<u>HOURS</u>
A. Equipment moving setup and basic operation	200
B. Familiarization with presplit and line drill operations	100
C. Familiarization with bit and chuck selection	<u>80</u>
	380

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
DRILL HELPER TRAINING GUIDELINE

PROGRAM HOURS: 440

MINIMUM AVAILABLE HOURS: _____

Training will be conducted by a drill foreman during use and operation of drill rigs (air track drills or other types of drill equipment) on a daily basis. Upon successful completion of this training and by application of these skills in construction, the individual can advance to a drill operator.

<u>CATEGORIES</u>	<u>HOURS</u>
A. Familiarization with equipment, special tools and fundamentals of specialized drilling equipment.	80
B. Equipment: drills, compressors and air lines. Maintenance, cleaning, lubrication and adjustment	80
C. Drilling techniques and methods	80
D. Practical application and use of drilling equipment in production	<u>200</u>
	440

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
FINISHER TRAINING GUIDELINE

PROGRAM HOURS: 800

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by a foreman on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training:

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (instruction in actual operations, care and maintenance of tools and/or equipment where applicable)	80
a. Program related tools	
b. Observation of operations prior to work assignment and performance	
II. ACTUAL OPERATIONS	<u>720</u>
Selected operations and training categories should total 720 hours and be comprised from a minimum of six (6) tools and/or operations listed below:	
a. Finishing edges and joints	
b. Handling burlap drags	
c. Use of lutes, bull floats, etc.	
d. Use of trowels and edges	
e. Use of wood floats	
f. Rubbing and dressing curbs	
g. Checking surface and straight edge	
h. Cutting & trimming expansion joints	
i. Patching, rubbing and/or bagging of concrete bridge surfaces	
j. Applications, curing compounds	
k. Layout of subsurface structure	
l. Pouring bottom	
m. Laying Block	
n. Forming inverts	
o. Application of Plaster coat	
p. Setting and adjusting casting	
q. Finish top structural pours	
	800

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
FORMSETTER TRAINING GUIDELINE

PROGRAM HOURS: 460

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by a foreman on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (instruction in actual operations, care and maintenance of tools and/or equipment (where applicable).	80
a. Program related tools	
b. Observation of operations prior to work assignment and performance	
II. ACTUAL OPERATIONS	
a. Setting form, transferring and checking grade and alignment	250
b. Pouring concrete as it relates to forms, curbs and paving; stripping	70
c. Use of various tools (hand level, engineer's rule etc.), blue print and plan reading, related math..	<u>60</u>
	460

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
GRADEPERSON TRAINING GUIDELINE

PROGRAM HOURS: 460

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by a foreman on a daily basis. The training program will include the following areas of work exposure familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (instruction in actual operations, care and maintenance of tools and/or equipment where applicable).	80
a. Program related tools	
b. Observation of operations prior to work assignment and performance	
II. ACTUAL OPERATIONS	
a. Plan reading; use of related math in establishing percent of grade, converting inches to hundredths.	15
b. Instruction in proper use of related tools, such as hand level, engineer's rule, line level, etc.	15
c. Familiarization with earth moving and grading equipment used in this work.	80
d. Instruction in proper procedures for setting top and toe stakes, slope stakes and protecting survey stakes used to control the grading operations	40
e. Checking of grades and offsetting of stakes, actual transfer of grades, make sure cuts and fills are at proper elevation.	<u>230</u>
	460

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
LANDSCAPER TRAINING GUIDELINE

PROGRAM HOURS: 480

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by a foreman on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (instruction in actual operations, care and maintenance of tools and/or equipment where applicable).	80
a. Program related tools	
b. Observation of operations prior to work assignment and performance	
II. ACTUAL OPERATIONS	
a. Falling operations, clearing and thinning	90
b. Soil preparation: slope boards, grading, fertilizing, mulching and seeding.	130
c. Planting and material disposition according to blueprints.	140
d. Herbicides and pesticides: identification, precautions and use	30
e. Tree/plant identification, hygiene	<u>10</u>
	480

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
PIPE LAYER TRAINING GUIDELINE

PROGRAM HOURS: 460

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by a foreman on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (instruction in actual operations, care and maintenance of tools and/or equipment where applicable).	80
a. Program related tools	
b. Observation of operations prior to work assignment and performance	
II. ACTUAL OPERATIONS	
a. Plan reading, staking and transferring grades	30
b. Trenching, grading and shoring procedures	100
c. Laser aligners, set line and grade	30
d. Preparing pipe bedding, jointing techniques and materials, pipelaying	200
e. Backfilling and compacting	<u>20</u>
	460

CONTRACTOR SIGNATURE

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
POWERTOOL SPECIALIST TRAINING GUIDELINE

PROGRAM HOURS: 300

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by a foreman on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

CATEGORIES HOURS

I. ORIENTATION AND OBSERVATION

Techniques of the trade (instruction in actual operations, care and maintenance of tools and/or equipment where applicable). 80

- a. Program related tools
- b. Observation of operations prior to work assignment and performance

II. ACTUAL OPERATIONS

Training will be provided on a minimum of 3 tools for a total of 220 hours of actual operation, with a minimum of 25 hours in any selected tool. 220

TOOL CATEGORIES:

- a. Hammers/Breakers: Jack Hammer, Chipping Hammers, Paving Breaker
- b. Cutters: Asphalt Cutter, Concrete Cutter, Pipe Cutter
- c. Chain Saw
- d. Compactors/Vibrators: Vibratory Compactor, Pneumatic Compactor, Concrete Vibrator
- e. Specialized Tools: Hydrostatic Test Pump, Power buggy
- f. Other (specify): _____

300

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
TRAFFIC CONTROL COORDINATOR "A" TRAINING GUIDELINE

PROGRAM HOURS: 750

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by the contractor's designed traffic control coordinator for the NJDOT project. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Methods and techniques (instruction in actual operations, care and maintenance of equipment)	80
1. NJDOT traffic control plans introduction (general and site specific)	
2. Traffic control device, ID and applications	
3. Construction sign ID and applications	
4. Observation of operations prior to work assignment and performance	
c. Attendance at Union Local traffic safety courses (certification cards issued)	10
II. ACTUAL OPERATIONS	
a. Advance warning/construction signs setup	80
b. Tapers and lane closures for alternating traffic	80
c. Flagging/alternate traffic operations	180
d. Tapers and lane closures for left lane closure pattern setup and takedown	80
e. Tapers and lane closures for right lane closure pattern setup and takedown	80
f. Shoulder closings setup and takedown	140
g. Detours	20
	<u>750</u>

CONTRACTOR SIGNATURE

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
TRAFFIC CONTROL COORDINATOR "B" TRAINING GUIDELINE

PROGRAM HOURS: 750

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and supervised by the contractor's designated traffic control coordinator for the NJDOT project. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	80
Methods and techniques (instruction in actual operations, care and maintenance of equipment)	
1. NJDOT traffic control plans introduction (general and site specific)	
2. Traffic control device, ID and applications	
3. Construction sign ID and applications	
4. Observation of operations prior to work assignment and performance	
c. Attendance at Union Local traffic safety courses (certification cards issued)	10
II. ACTUAL OPERATIONS	
a. Advance warning/construction signs setup	60
b. Tapers and lane closures for alternating traffic pattern setup and takedown	60
c. Flagging/alternate traffic operations	40
d. Tapers and lane closures for left lane closure pattern setup and takedown	80
e. Tapers and lane closures for right lane closure pattern setup and takedown	80
f. Shoulder closings setup and takedown	160
g. Detours	20
h. Install/maintain temp. barrier curb and attenuators	<u>160</u>
	750

CONTRACTOR SIGNATURE

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
TRUCK DRIVER TRAINING GUIDELINE

PROGRAM HOURS: 700

MINIMUM AVAILABLE HOURS: _____

Training will be conducted primarily by a foreman on a daily basis. The program will include the following areas of work exposure, familiarization and on-the-job training:

<u>CATEGORIES</u>	<u>HOURS</u>
A. Orientation to construction project	20
B. Familiarization with trucking equipment to be used	30
C. Startup procedures and maintenance checks	10
D. Safe driving practices in construction truck operations. Proper method of accident reporting and driver conduct with regard to the public.	20
E. Application of driving skills: Training will be provided on a minimum of 3 vehicles with at least 150 training hours per vehicle selected:	450
Rack Body	
Water Truck	
Tandem	
Tractor Trailer	
DJB (D350D Truck)	
F. Procedure in loading, backing, docking in pits, stockpiling, delivery and spreading	150
G. Review requirements to obtain Commercial Driver's License (CDL) by studying the Motor Vehicle Services publication <u>Commercial Driver Manual: New Requirements for Licensing in New Jersey.</u>	20
	700

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
WICK DRAIN SPECIALIST TRAINING GUIDELINE

PROGRAM HOURS: 400

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by a foreman on a daily basis. The training will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. Techniques of the trade (watch operation prior to work).	10
II. Actual operations:	
a. Set-up and preparation of Wick Machine	15
b. Threading stitcher	20
c. Wick installation including anchor plates or bars	285
d. Cutting and splicing wicks.	40
e. Maintenance of Stitcher—greasing and oiling.	<u>30</u>
	400

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
ASSISTANT CLERK TYPE "A" TRAINING GUIDELINE

PROGRAM HOURS: 560

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by an office supervisor on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (familiarization with forms, reports and accounting principles).	80
Observation of operation and orientation to construction and clerical administration	
II. ACTUAL OPERATIONS	
a. Payroll extensions, deductions, benefits and other computations.	120
b. Posting records, filing, payroll reports, contribution reports for various crafts	120
c. Labor contract rates, classifications and special conditions	80
d. Material invoices, vouchers, checks, accounts payable, job cost reports, daily and accident reports.	120
e. Personnel records	<u>40</u>
	560

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
ASSISTANT CLERK TYPE "B" TRAINING GUIDELINE

PROGRAM HOURS: 560

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by an office supervisor on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (familiarization with forms, reports and accounting principles).	80
Observation of operation and orientation to construction and clerical administration.	
II. ACTUAL OPERATIONS	
a. Use of personal computers, working in DOS and Windows , word processing and spreadsheet programs for Windows, including Wordperfect, MS Words, Excel and Lotus1-2-3.	120
b. Training and use of Mainframe computer and "Concord: payroll System.	20
c. Payroll extensions, deductions, benefits and other computations.	60
d. Posting records, filing, payroll reports, contribution reports for various crafts,	80
e. Labor contract rates, classification and special conditions.	20
f. Material invoices, vouchers, checks, accounts payable, job cost reports, daily and accident reports.	60
g. Specialized computer applications: word processing, spreadsheets and payroll entries.	<u>120</u>
	560

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
ASSISTANT CLERK/COMPUTER OPERATOR TRAINING GUIDELINE

PROGRAM HOURS: 860

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by an office supervisor on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (familiarization with forms reports and accounting principles)	80
Observation of operations and orientation to construction and clerical administration.	
II. ACTUAL OPERATIONS	
a. Payroll extension, deductions, benefits and other computations	100
b. Posting records, filing, payroll reports, contribution reports for various crafts	100
c. Labor contract rates, classifications and special conditions.	40
d. Material invoices, vouchers, checks, accounts payable, job cost reports, daily and accident reports	60
e. Personnel records	40
f. Computer Orientation (Introduction to DOS-general computer operation)	100
g. Specialized computer applications	340
1. Word Processing	2. Lotus 1-2-3 or <u>similar</u> program
3. Payroll entry	4. Invoices entry
	860

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
ASSISTANT OFFICE MANAGER TRAINING GUIDELINE

PROGRAM HOURS: 1000

MINIMUM AVAILABLE HOURS: _____

Training will be conducted by management personnel. The training will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (familiarization with forms/reports)	60
II. ACTUAL OPERATION	
a. Payroll extensions, deductions, benefits and other computation.	180
b. Timesheet preparation for computer	180
c. Equipment records, rental rates, fuel used	260
d. Engineering cost reports, coordinate subcontractors	130
e. Concrete calculations on quantity takeoffs	100
III. ASSISTANT EQUAL EMPLOYMENT OPPORTUNITY OFFICE DESIGNATION:	
a. Familiarization with NJDOT R.E. Checklist	40
b. Review of EEO, DBE and Training Date Due Chart	20
c. Familiarization with Corporate EEO Policy/Procedures	<u>30</u>
	1000

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
ENGINEERING CLERK TRAINING GUIDELINE

PROGRAM HOURS: 460

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by an office supervisor on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Observation of operations and familiarization with forms And reports	40
II. ACTUAL OPERATION	
a. Job specifications, drawings, materials	100
b. Engineering terms, administrative procedures and daily reports	160
c. Engineering cost reports	80
d. Scheduling	<u>80</u>
	460

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
EQUIPMENT CLERK TRAINING GUIDELINE

PROGRAM HOURS: 460

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by an office supervisor on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (familiarization with forms and reports, nomenclature of equipment)	80
Observation of operations and orientation to construction and clerical administration.	
II. ACTUAL OPERATIONS	
a. Equipment records, rental rates, fuel used	160
b. Repair operations maintenance, parts ordering	160
c. Dispatching	<u>60</u>
	460

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NJDOT DIVISION OF CIVIL RIGHTS AND AFFIRMATIVE ACTION
TIMEKEEPER TRAINING GUIDELINE

PROGRAM HOURS: 480

MINIMUM AVAILABLE HOURS: _____

Training will be conducted and/or supervised by an office supervisor on a daily basis. The training program will include the following areas of work exposure, familiarization and on-the-job training.

<u>CATEGORIES</u>	<u>HOURS</u>
I. ORIENTATION AND OBSERVATION	
Techniques of the trade (familiarization with forms and reports)	80
Observation of operations and orientation to construction and clerical administration.	
II. ACTUAL OPERATION	
a. Timekeeping methods and application	190
b. Accident and emergency procedures	30
c. Basis knowledge of pay rates, hours and skill classifications	100
d. General clerical duties: filing, typing, etc.	<u>80</u>
	<u>480</u>

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