

CEMENT MASON TRAINEE PROGRAM (For Federally-Funded Projects)

1. The occupation to be taught is Cement Mason. 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.
2. The minimum qualifications for applicants are:
 - a) 18 years of age.
 - b) High school diploma, GED, or other equivalency.
 - c) Valid driver's license.
 - d) Has not previously worked as a journey worker in any highway related trade.
 - e) Has not previously been a registered apprentice.
 - f) Applicant is not a relative of the Contractor, contractor's management, or supervisory personnel.
 - g) Pass a pre-employment drug test.
3. These standards apply to all the company's job sites in the State of Oregon.
4. 2,000 hours of On-the-Job training are required for a Certificate of Completion.
5. Prior to beginning the Cement Mason Trainee Program, the company will evaluate the trainee for the level and quality of previously acquired experience, training, and/or skills. Crediting of hours may be granted based upon this evaluation.
6. Hours worked for a previous employer under this Cement Mason Trainee Program will be credited as hour for hour.
7. The trainee shall be paid the full prevailing wage rate for the classification of work performed.
8. The number of trainees shall not exceed a ratio of one (1) trainee to the first one (1) journey worker in full employment on the job in order to assure adequate training and supervision.
9. There shall be a probationary period of 250 hours. During this period, either party (trainee or Company) may terminate the Cement Mason Trainee Program.
10. The duties & responsibilities of the trainee are:
 - a) To apply oneself diligently, both on the job and in the related training.
 - b) To contribute to the overall success of the crew and the Company.
 - c) Prepare and submit Monthly Progress Records to the Company by the 5th of each month.
 - d) To successfully complete the Cement Mason Trainee Program.
11. The duties and responsibilities of the Company are:
 - a) To provide, at all times, sufficient facilities, equipment, and journey workers in order to adequately guide and oversee the regulations effecting the health, welfare, and safety of the trainee.
 - b) Endeavor to maintain the trainee as a worker in the Cement Mason Trainee Program until the trainee completes the program.
 - c) Submit Monthly Progress Records by the 10th of each month to the appropriate Project Manager each month the trainee works.
 - d) To abide by all Federal, State, and Local Equal Employment Laws.

- e) On a regular basis, review and evaluate the trainee's progress in job performance and related instruction and maintain review records. These review records will be the basis for the trainee's advancement through the Cement Mason Trainee Program. Maintain all training records for each trainee for a period of not less than 5 years.
- f) Issue a Certificate of Completion to the trainee upon successful completion of the Cement Mason Trainee Program with a copy sent to ODOT's Office of Civil Rights.

12. The following are the work processes every trainee shall complete:

WORK PROCESSES

| | | |
|-----------|---|-------------------|
| A. | ORIENTATION & OBSERVATION | 130 Hours |
| | 1. Safety Procedures | |
| | 2. Observation of use of straight edges, floats and steel trowels | |
| | 3. Observation of forming and finishing of edges and joints | |
| | 4. Observation of use of concrete finishing machine | |
| B. | CARE AND MAINTENANCE | 186 Hours |
| | 1. Safety procedures | |
| | 2. Routine cleaning work area and materials | |
| | 3. Holding materials, tools, and handling canvas | |
| | 4. Routine fueling, lubricating and servicing | |
| C. | OPERATION OF EQUIPMENT | 40 Hours |
| | 1. Safety operating procedures | |
| | 2. Basic operation of tools | |
| | 3. Machine Operation | |
| D. | RELATED TRAINING | 1500 Hours |
| | 1. Form Setting | |
| | 2. Finishing | |
| | 3. Sawing Control Joints | |
| | 4. Screed Setting | |
| | 5. Patch & Repair | |
| E. | RELATED CLASSROOM INSTRUCTION | 144 HOURS |
| | 1. Mandatory Training | 40 Hours |
| | a) First Aid/CPR | |
| | b) OSHA-10 | |
| | 2. Non-Mandatory Training (May include but is not limited to) | 104 Hours |
| | a) Construction Orientation | |
| | b) Construction Codes | |
| | c) Introduction to Bricklaying | |
| | d) Introduction to Algebra | |
| | e) Trenching and site excavation safety | |
| | f) Competent person/confined space entry | |
| | g) MSDS/Hazmat | |

I have read the above and received a copy for my records.

Trainee Signature and Date

Company Representative Signature, Title, and Date