

Qualified Worker Summary & Screening Standards

Minimum Qualifications by Trade – Heavy Highway Screening

A. Carpenters – Prime Requirements

1. 17 years old
2. High school diploma or GED
3. Must test at 9th grade reading and math level
4. Pass drug screening or UA

Supplemental – Preferences

- a. Completion of CPR/First Aid certification within past two years
- b. Road Flagging certification
- c. At least six months of construction industry experience in past 24 months
- d. Prior experience employed as a carpenter
- e. Employed in any capacity for at least 1,500 hours over past 12 months
- f. Hazardous material training
- g. Access to reliable transportation and liability insurance
- h. Owns or has access to necessary hand tools

B. Cement Mason – Prime Requirements

1. 18 years old
2. High school diploma or GED
3. Must test at 9th grade reading and math level
4. Pass drug screening or UA

Supplemental – Preferences

- a. Completion of CPR/First Aid certification within past year
- b. At least six months of construction industry experience in past 24 months
- c. Prior experience as a cement mason
- d. Employed in any capacity for at least 1,500 hours over past 12 months
- e. Hazardous material training
- f. Access to reliable transportation and liability insurance
- g. Owns or has access to necessary hand tools and proper work clothing and footwear
- h. Physically capable of performing demanding, repetitive work

C. Ironworker – Prime Requirements

1. 18 years old
2. High school diploma, GED or equivalent
3. Must test at 9th grade reading and math level
4. Pass drug screening or UA

Supplemental – Preferences

- a. Completion of CPR/First Aid certification within past year
- b. At least six months of construction industry experience in past 24 months
- c. Prior ironworker experience
- d. Employed in any capacity for at least 1,500 hours over past 12 months
- e. Hazardous material training
- f. Access to reliable transportation and liability insurance
- g. Valid Oregon or Washington driver's license
- h. Owns or has access to necessary hand tools
- i. Completion of OSHA 10 hour construction training/C-STOP training
- j. Demonstrate ability to speak, read and write English to correctly complete forms

D. Laborers – Prime Requirements

1. 18 years old
2. Completion of 10th grade
3. Must test at 9th grade reading and math level
4. Pass drug screening or UA

Supplemental – Preferences

- a. Completion of CPR/First Aid certification within past year
- b. Road flagging certification
- c. At least six months construction industry experience in past 24 months
- d. Prior experience as a construction laborer
- e. Employed in any capacity for at least 1,500 hours over past 12 months
- f. Hazardous material training
- g. Access to reliable transportation and liability insurance
- h. Owns or has access to necessary hand tools

E. Operating Engineer – Prime Requirements

1. 18 years old
2. High school diploma, GED or equivalent
3. Pass drug screening or UA

Supplemental – Preferences

- a. Completion of CPR/First Aid certification within past year
- b. Road Flagging Certification
- c. Valid Commercial Drivers License
- d. At least six months construction industry experience in past 24 months
- e. Prior experience as a truck driver or heavy equipment operator
- f. Employed in any capacity for at least 1,500 hours over past 12 months
- g. Hazardous material training
- h. Access to reliable transportation and liability insurance

- i. Owns or has access to necessary hand tools
- j. Workplace literacy in English

F. Inside Electrician – Prime Requirements

1. 18 years old
2. High school diploma with a 2.0 GPA or GED with 2.0 GPA equivalent
3. One full year of high school algebra or equivalent placement on community college algebra test
4. At least 9th grade reading level
5. Pass drug screening or UA

Supplemental – Preferences

- a. Completion of CPR/First Aid certification within past year
- b. At least six months of construction industry experience in past 24 months
- c. Prior electrical industry experience
- d. Employed in any capacity for at least 1,500 hours over past 12 months
- e. Hazardous material training
- f. Secondary algebra, geometry or trigonometry classes
- g. Access to reliable transportation and liability insurance
- h. Owns or has access to necessary hand tools
- i. Possesses restricted or limited electrical licenses

Screening Standards for Determining a Qualified Highway Trades Worker

✓ Recruiting and Screening Criteria

- Enrollment in iMatchSkills and orientation to a career in the trades

Construction Job Screening – what is required to enter any heavy construction occupation:

- A clear understanding of the job's skill requirements and job duties (nature of the job), knowing the physical requirements and if one meets them.
- An understanding of the work culture (environment). Understanding the flexibility requirements such as ability to travel, adjustments to schedule, extremes in weather conditions, amount of public contact, etc.
- An understanding of what it means to be prepared to do the work (job readiness). Clear understanding of job readiness issues such as being on time, conducting oneself appropriately, etc.
- Knowledge of what training or education is needed. Job specific skill requirements and licenses or certifications required and maintained.
- An understanding of applicant's current skill sets.
- Review of personal barriers such as source of own transportation, family needs, child care issues, health appraisals, clothing and required equipment. Specific

plan to overcome obstacles. (See **Job Readiness and Barrier Reduction** below)

Workforce providers will collaborate with ODOT, Joint Apprenticeship Training Committees (JATCs) and contractors to jointly prepare and offer standardized orientation classes addressing overview of project, job duties, industry skill requirements, and demands of a flexible work environment.

✓ **Skills Assessment**

Workforce providers will employ skill assessment requirements developed with assistance from the JATCs. Providers, using standard and relevant assessment tools, will conduct a Skills Assessment to determine the types of services individuals may need and assist individuals develop plans for sustained employment in the highway construction industry.

The Skills Assessment component of the project will focus on determining:

- Basic Skills level of participants (Basic Skills are defined as reading, writing, math and ESL levels)
- A participant's job specific skills (for example - the ability to use welding equipment)
- A participant's transferable skills (for example - the ability to use a measuring tool such as a tape measure, ruler, etc.)
- Participant's readiness to work outdoors in all weather doing physical labor.

To address a gap in an applicant's qualifications or optionally, to enhance a job applicant's qualifications prior to submitting a job application, one or more of the following basic training areas should be addressed/offered:

- Basic Construction Job Skills (if needed)
- Construction Job Readiness (if needed)
- Construction Safety (required)
- Trades Math (if needed)
- First Aid/CPR (optional)
- Road Flagging Certification (optional)
- Tools and Material Handling (optional)
- Basic Life Skills (if needed)
- Construction ESL (if needed)

Classes may be available through training partners such as: local community colleges, community based providers, or apprenticeship preparation organizations.

Some class requirements may be waived at the discretion of the program providers upon a documented demonstration by the applicant of having mastered the subject, skill, or competency.

✓ **Job Readiness and Barrier Reduction**

The following factors frequently prevent apprenticeship participants from entering construction trades employment or completing their apprenticeship training. Some factors will apply to all trades, while some may be trade specific. Job Readiness should involve addressing the specifics of the following issues relevant to the needs of the individual (for example, “Transportation issues” – a valid drivers license, insurance and a working vehicle; the bus, where available, is generally not practical due to routes not close to construction sites; bus schedules that conflict with shift start/end times and weekend work):

- Appropriate clothing (including rain gear and boots)
 - Tool expenses
 - Transportation issues
 - Union dues
 - Medical examinations (related to Commercial Drivers License testing)
 - Safety equipment (including hard hat, vest, glasses)
 - Relocation expenses
 - Food
 - Child care
 - Education assistance (tuition, books, GED fees)
 - Residential (eviction, utility shut off notices)
 - DMV expenses (driver’s license renewal fee, commercial driver license fee, registration renewal, hardship permit fee; no fines or suspensions)
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Sample Qualified Worker Check List

	Age	Completed	Level	Available for pool (Y or N)	Trade Interest	Option skills	Required Skills
High School or GED							
MATH							
READING							
CONSTRUCTION ORIENTATION SESSION							
DRUG TEST							
CONT'D JOB READINESS							
RELEVANT WORK/VOLUNTEER/ PERSONAL EXPERIENCE							
BARRIER ASSESSMENT			Specific Short-Term Plan		Specific Long-Term Plan		
			Yes	No	Yes	No	No