

## **UTILITY TRAINEE PROGRAM (For Federally-Funded Projects)**

1. The occupation to be taught is Utility Trainee. A Utility Trainee acquires general knowledge of tools, equipment, materials, traffic control, and safety on highway construction projects.
2. The minimum qualifications for applicants are:
  - a) 18 years of age.
  - b) High school diploma, GED, or other equivalency.
  - c) Has not previously worked as a journeyman in any highway related trade.
  - d) Has not previously been a registered apprentice.
  - e) Applicant is not a relative of the contractor, contractor's management, or supervisory personnel.
  - f) Pass a pre-employment drug test.
3. These standards apply to all the contractor'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 Utility 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 Utility 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 ratio of trainees to journey level workers shall not exceed a ratio of one (1) trainee to the first one (1) journey level worker in full employment on the job in order to assure adequate training and supervision. Additional trainees are authorized at a ratio of one (1) trainee for each additional five (5) journey level workers.
9. There shall be a probationary period of 250 hours. During this period, either party (trainee or Company) may terminate the Utility 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) To successfully complete the Utility Trainee Program.
  - d) To prepare and submit Monthly Progress Records to the Company by the 5<sup>th</sup> of each month.
11. The duties and responsibilities of the Company are:
  - a) To provide, at all times, sufficient facilities, equipment, and journeymen 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 Utility Trainee Program until the trainee completes the program.

- c) To submit Monthly Progress Records by the 10<sup>th</sup> 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. The review records will be the basis for the trainee's advancement through the Utility 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 Utility Trainee Program with a copy sent to ODOT Office of Civil Rights.

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

## **WORK PROCESSES**

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|-----------|---|-------------------|
| <b>A.</b> | <b>GENERAL SKILLS</b>   | <b>856 hours</b>  |
|           | <ul style="list-style-type: none"> <li>1. Grading, compaction, layout and staking protocols (Grade Checking)</li> <li>2. Rigging &amp; signaling</li> <li>3. Tool, equipment, and material recognition &amp; preparation</li> <li>4. Gas, pneumatic and power tool/equipment use and maintenance</li> <li>5. Signing and traffic safety awareness</li> <li>6. Flagging (maximum of 100 hours flagging)</li> <li>7. Clearing</li> <li>8. Erosion Control</li> <li>9. Backfill and Compaction</li> </ul>  |                   |
| <b>B.</b> | <b>SPECIFIC SKILLS (May include, but is not limited to):</b>  | <b>1000 hours</b> |
|           | <ul style="list-style-type: none"> <li>1. Environmental Remediation</li> <li>2. Hazardous Waste Abatement</li> <li>3. Petro-Chemical Abatement</li> <li>4. Pipe Laying</li> <li>5. Construction plans reading &amp; application</li> <li>6. Equipment Operation – limited to Roller/Compactors, backhoes, and power sweepers/broom/integrated tool carriers</li> <li>7. Routine maintenance (fuel, oil, grease)</li> </ul>  |                   |
| <b>C.</b> | <b>RELATED CLASSROOM INSTRUCTION (May include, but is not limited to):</b>  | <b>144 hours</b>  |
|           | <ul style="list-style-type: none"> <li>1. Mandatory Training: <ul style="list-style-type: none"> <li>a) First Aid/CPR</li> <li>b) OSHA-10</li> <li>c) Trenching &amp; Site Excavation</li> </ul> </li> <li>2. Non-Mandatory Related Training (may include but not limited to): <ul style="list-style-type: none"> <li>a) Blueprint Reading</li> <li>b) Construction Orientation / company procedures &amp; requirements</li> <li>c) Competent person/confined space entry</li> <li>d) MSDS/Hazmat</li> <li>e) Confined space safety</li> <li>f) Math</li> </ul> </li> </ul> |                   |

- g) English as a second language
- h) Site preparation, clean-up, & security
- i) Flagger Certification
- j) Class B CDL

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

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Trainee Signature and Date

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Company Representative Signature and Date