

**CONSTRUCTION ASSISTANT TRAINING PROGRAM**  
(For Federal-Aid Projects)

Contractor shall provide training in the following areas of construction management and administration. The intent of this program is to provide sufficient training in critical activities for a person to advance toward a significant role in the field of construction management.

**Training will occur in the following categories:**

Budgeting, Forecasting, & Job Costing	1,000 Hrs
Correspondence & Filing	1,000 Hrs
Safety & Emergency Response	350 Hrs
Equipment Management	400 Hrs
Hiring, OJT, & EEO	350 Hrs
Pay Estimates	250 Hrs
Public Relations	250 Hrs
Purchasing	800 Hrs
Scheduling	500 Hrs
Subcontracts	800 Hrs
Submittals	300 Hrs

**Training Category Breakdown:**

**Budgeting, Forecasting, & Job Costing:**

Assist project team in preparing and monitoring the budget, assign new activities, monitor and track costs, compare costs to budget, assist in preparing monthly forecasts.

**Correspondence & Filing:**

Create, log, and maintain correspondence and all related files. Maintain all job files.

**Safety & Emergency Response:**

Attend safety training meetings, monitor job safety program, assist in preparing and training emergency response plan, assist in safety training, oversee safety equipment and supply inventory, do job safety inspections and reports.

**Equipment Management:**

Maintain equipment files and logs. Report hours to home office. Monitor equipment costs and job charges.

**Hiring, OJT, & EEO:**

Assist in hiring of field personnel. Maintain OJT & EEO records and reports.

**Pay Estimates:**

Create & maintain quantity logs. Review ODOT preliminary pay estimates and compare to contractor logs. Make and/or process “Materials on Hand” requests. Assure that requests are complete. Monitor pay quantity increase / MOH reduction process.

**Public Relations:**

Communicate information to ODOT. Process calls regarding public relation issues. Assist the team in promoting good public relations

**Purchasing:**

Solicit and compare supplier quotes and pricing. Analyze products and determine the “best value”. Make recommendations to the project team. Issue purchase orders and releases. Process purchase orders and releases.

**Scheduling:**

Assist project team with weekly schedules, CPM schedule updates, and narratives. Distribute schedules as necessary.

**Subcontracts:**

Review and monitor subcontracts. Assist in processing accurate subcontractor payments. Maintain subcontractor files.

**Submittals:**

Prepare submittal packages. Transmit submittal packages. Log and track submittals. Distribute returned submittals to proper staff member and/or subcontractor.

**Qualifications, Reporting, and Instruction:****Qualifications:**

Minimum hiring qualifications for the position are a high school diploma, MS Word, Excel, and Internet computer experience and two years of related construction office experience. The beginning rate of pay may vary, depending on qualifications. The trainee will be subject to a three to six month probationary period. At the end of the probationary period, fringe benefits will be considered for the trainee. Wage increases are not mandatory, but will be considered on a merit basis – usually at no earlier than one year intervals from the date of hire.

**Reporting:**

The Contractor will use ODOT form #734-2879 to report training progress in each category listed above.

**Instruction & Certification:**

Instruction will be a team effort, provided by the contractor’s project team consisting of Project Managers, Contract Administrator, Safety Officer, and Manager. The primary instructor will be the trainee’s direct supervisor. A certificate that shows the total hours trained, as well as the hours in each category of the program, provided upon completion of the program. Additional training may include AGC classes, professional training seminars, and/or college

course work. This training will be provided as needed and as available to supplement in-house training.

I have read and received a copy of this training plan.

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Signature of Trainee

Date

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Signature of Company Representative

Date