



Appendix A

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

Created by:

Connecticut Department of Transportation
And
Connecticut Employees Union Independent

FOR THE OCCUPATION OF:

**Transportation Maintenance Registered Apprentice 1 & 2 - State of Connecticut
DOT**

O*NET-SOC CODE: 47- 4051.00

TERM: No Less than 1 year

APPROACH: Competency

RTI Hours: Approx. 464

Appendix A

OCCUPATION TITLE – Transportation Maintenance Registered Apprentice 1 & 2 - State of Connecticut

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

- Competency

2. TERM OF APPRENTICESHIP

The term of the occupation is approximately 2000 hours in duration, including but not limited to, 1580 hours of On-the-Job Training/Learning (OJT/L) and approximately 464 hours of required related instruction. The probationary period for apprenticeship purposes shall be defined as 480 hours on the job. Apprentices will be paid for hours spent attending related instruction classes. Classes will not be outside of regular work hours at no cost to the apprentice.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

1 Apprentice to 1 Journey worker or subject to the terms of the CBA.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid based on a collectively bargained bi-weekly compensation rate with an increase between the entry-level rate and the completion rate. The Collective Bargaining Agreement (CBA) specifies compensation rates and is attached to this Appendix D

<i>Occupational Step</i>	<i>Milestones</i>	
Step 1	Upon registration	Per CBA and Memorandum of Agreement
Step 2	Completion of 26 weeks of satisfactory performance and obtaining a Commercial Driver's License (CDL) with a tanker endorsement and a valid Medical Examiners Card (MEC)	Per CBA and Memorandum of Agreement
Completion of Apprenticeship	Completion of all Related Instruction and all competencies of OJT hours	Per CBA and Memorandum of Agreement

5. MINIMUM QUALIFICATIONS AND SELECTION PROCEDURES.

SECTION I -Minimum Qualifications - 29 CFR §29.5(b)(10)

The JATC establishes the following minimum qualifications for entry that an apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

Additional qualification requirements are as follows:

- There is an educational requirement of

None

There is a physical requirement of

Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness in order to perform the duties of the class. A physical examination, including drug testing, will be required prior to hire. Apprentices shall be enrolled in the DOT Drug and Alcohol Testing Program.

The following aptitude test(s) will be administered

Selected candidates will be required to pass a Department of Motor Vehicles Commercial Learner's Permit (CLP) Test.

Other Candidates will be required to possess a Commercial Learner's Permit (CLP), with a tanker endorsement permit, and a valid Medical Evaluation Card (MEC) prior to starting this apprenticeship program.

SECTION II. - SELECTION PROCEDURES

A. Applications will be accepted through a public job posting publicized through the State of Connecticut Job site, with an application timeframe of at least 14 days. All persons who register in the JobAps system will be eligible to apply.

B. All applications will be identical in content and requirements. The application form will be retained so that all applications can be accounted for and as to show race/ethnic identity and gender identification, the progress by dates and final disposition of each application.

C. Before completing the application, each applicant will be provided information about the program, including the specifics of the Apprenticeship Agreement, through the public job posting. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by DAS/DOT Human Resources Staff or the JATC. The Office of Apprenticeship, Appendix A WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE, for Transportation Registered Maintenance Apprentices will be linked to the job postings and will also be posted on the Department of Transportation (DOT) websites for informational purposes.

D. Receipt of the properly completed application form, along with required supporting documents will constitute the completed application.

E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken. Disqualified applicants may apply at a further date.

F. Applicants meeting the minimum qualifications and submitting the required documents will be notified of their interview status after review of applications by the JATC and DAS/DOT Human Resources.

G. The DAS/DOT Human Resources Staff will coordinate scheduling of interviews. Based on the anticipated number of applicants identical referral questions (RQs) may be forwarded to candidates to determine candidates who will be scheduled for interviews. Members of The JATC will have access to

review applications and any supplemental responses of applicants prior to the scheduling of interviews. A union designee named by the JATC shall participate in the interview and selection recommendation process with DOT management and/or HR representative.

H. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, when/if applicable. Interviewer(s) will then prepare a written summary of his/her judgment of the applicant derived from the interview and submit their report on the Interview Selection Report (ISR) form utilized and routed by the Department of Transportation in approving selection of employment candidates. Selected candidates who verbally accept a job offer will be forwarded a conditional offer of employment letter via email.

I. Applicants will be placed on the DOT Individual Selection Report (ISR) according to their status after the application review process and/or interviews have been completed, with the statuses utilized by the DOT which are: 01 -Selected Candidate; 02 - Recommended but not selected; 03 - Interviewed but not selected/not recommended; 04 - Did not meet minimum qualifications/general experience (NQ); 05 - Did not meet minimum qualifications/special experience (NQ); 06 - Did not respond to referral questions (RQ1S); 07 - Did not meet the preferred criteria(s); 08 - Withdrew/Declined Interview; 09 - No response to scheduler; 10 - No Call/No Show; 11 - Over mileage; 12 - Recent Discipline; 13 -Incomplete Application 14 - Accepted another position; 15 - Non-selection due to more senior applicant. 16 - Previously Interviewed and not selected (within 1 year) 17 - Other (Requires explanation), must have written comments included regarding their specific reason for not being selected for interview or hire.

J. Selected candidates who verbally accept a job offer will be forwarded a conditional offer of employment letter via email. Selected employees will be required to pass the standard CT DOT physical that includes drug testing, a background/reference check, and driver history check, prior to their start date. Selected candidates will also be required to obtain a Commercial License Permit (CLP) with a tanker endorsement and possess a valid Medical Examiners Card (MEC), prior to starting their apprenticeship. As future openings for the registration of new apprentices occur, the highest ranked applicant, rated 02 - Recommended not selected, who lives within the mileage range of the location of the OPM approved Maintainer Apprentice position will be notified of selection by a Human Resources staff member. It will be the responsibility of the applicant to keep Human Resources informed of their current contact information. Selected applicants must respond to the notice of selection within 48 hours of notice. If applicants cannot be reached by email or telephone, their names will be passed and notice sent to their contact information on file. If no response is received in ten (10) working days from the written notice, the applicant will be removed from consideration for selection. Candidates who apply, and are certified by DAS as a qualified candidate, remain eligible for hire into the program for a maximum of one year from date of certification by DAS. After one year on a certified list any candidates who were on the original list would need to re-apply to a job posting to be considered for future apprentice vacancies.

Appendix A

RELATED INSTRUCTION OUTLINE

Transportation Maintenance Registered Apprentice 1 & 2 - State of Connecticut DOT

O*NET-SOC CODE: 47-4051.00

Related Instruction is provided by CT DOT Trainers

Related Instruction Descriptions:

Approximate Hours:

Course/Class	Provider	Classroom Hours
Training for Commercial Driver Licensing	CT DOT	160 (Depending upon proficiency)
New Employee Training Classes- Including:	CT DOT	72
Garage inspection		
Storm water/Storm Pollution		
Fence & Guiderail Repair		
Dead Animal Removal		
Traffic Incident Management (TIMs)		
Pothole Patching		
Loader Operations		
Environmental Issues		
Chain saw, Pole Saw, Woodchipper Safety and Operations		
Snow & Ice Operations		
Wing Plow Operations		
Radio Operations		
HR Orientation		
State & DOT Ethics Policies		
EEO/Sexual Harassment Policies		
Workplace Violence Policy		
DOT Drug Testing		
Union Presentation		
Safety Protocols	CT DOT	160
Wearing required personal protective equipment (PPE)		
Bloodborne Pathogens (BBP)		
Respirators		
Confined Spaces		
Fall Protection		
Identifying hazards.		
Preparation of equipment.		
Perform pre-trip inspection.		
Compliance with Safety Data Sheets requirements		

Crash Units		
Backing/Wheel Chocks – Policy by Safety		
Secure loads for hauling.		
Distribute loads for hauling		
Drug and alcohol testing program		
Remembering Charlie Safety Training		
Perform post-trip inspection		
Garage/Tailgate Safety Sessions		
Specialty Functional Overviews	CT DOT	40
DOT Agency Headquarters		
Bridge Operations		
Repair Shop		
Ferry Services		
Electrical Shop		
Rest Areas		
Machine Shop		
Signs and Markings Shop		
District Headquarters		
Engineering Bureau		
Highway Operations Center		
Emergency Operations	CT DOT	32
Incident Command System (ICS Overview)		
Downed Power Lines, Limbs, Trees		
Fire Extinguisher Training		
CPR First Aid		
Major Storm Incidents (Other than Snow and Ice)		
Debris Clean Up		
Emergency Call Up Protocols		
Total RTI Training Hours		464

Appendix A

On The Job Training/ Learning Outline

Transportation Maintenance Registered Apprentice 1 & 2- State of Connecticut DOT O*NET-SOC CODE: 47-4051.00 Competency Based Work Process Schedule

Apprentices will receive on the job learning/training in the various work areas listed below. The order in which the training is given is to be determined by the flow of work and may not necessarily be in the order listed. The times allotted to these various processes are the estimated time frames in which an average apprentice will learn and become proficient in the skill area. They are intended only as a guide; the apprentice may require more time on one area and less in another. Each apprentice will be provided with a separate sheet in which to log their hours of experience. When the apprentice has both completed the required hours and/or attained proficiency in the specific skill area, the designated Supervisor/Mentor will attest. Items for which previous credit have been given upon registration into the program should also be initialed. This sheet or another similar record of apprentice progress must be kept in the apprentice's paper and/or electronic file. These competencies will be used throughout the apprenticeship to assess how the apprentice is advancing towards proficiency in all the competency areas. Competencies will be formally assessed by mentors during the apprenticeship program in order to support the growth and learning of the apprentice and may give insight and feedback to the apprentice on competency areas. The following will be utilized by mentors over the course of the apprenticeship to assess how the apprenticeship is advancing towards mastery of the competency areas.

Documentation of on-the-job and related technical instruction of individual apprentices will be reviewed by the CTDOL during routine monitoring of apprenticeship program implementation.

SKILLS TO BE ATTAINED ON THE JOB		Hours Required	Hours Attained	Proficient As of Date	Supervisor Signature
A	Operate Highway Maintenance Vehicles	400			
	Overview of Vehicle Types				
	Operate various highway maintenance vehicles including various dump trucks, tractor mowers, zero turn mowers:				
	Operate the above when using the following attachments: Snowplows; Side Dump Truck, Crash Attenuators.				
	Operate pick - up trucks to include 2 wheel and 4 wheel drive trucks				
	Operate trailers and towed equipment				
	Operate Snowplows or hopper type spreaders.				
	Perform daily preventative maintenance				
B	Maintenance and Operation of Equipment	400			
	Selection and operation of proper equipment including;				
	Mowing Operations overview				
	Wood – chippers				
	Chain saws				
	Compressors, and/or compressor tools				
	Concrete mixers overview				
	Hydraulic or engine driven tools				
C	Establishing Work Zones	100			
	Review work zone.				
	Work zone safety.				
	Temporary Traffic Control Standards.				
	Select material needed for work zone				
	Flagging (traffic control)				
	Proper use of Crash Attenuators				
	Deploy traffic control devices				
	Monitor traffic control devices				
	Adjust traffic control devices as needed				
Remove traffic control devices.					
D	Maintain Winter Roadways	320			
	Monitor weather and forecast				
	Identify the appropriate material				
	Review route map				
	Verify the route area				
	Load appropriate material, e.g., brine, salt, sand, etc.				
	Apply the appropriate material to the roadway				
	Record material usage				
	Plow snow and ice from roadways.				
	Install snow fences				
Repair snow fences					
E	Maintain Pavement	120			
	Determine type of repair needed.				
	Verify documented location of utilities. Call before you dig.				
	Repair potholes.				
	Fill cracks and joints.				

	Remove pavement.				
	Replace pavement.				
	Replace curb and gutter.				
F	Maintain Roadway Structures	120			
	Inspect road structure, e.g., culverts.				
	Replace guardrails and impact attenuators.				
	Perform erosion control.				
	Remove graffiti.				
	Clean bridge components.				
	Report structure maintenance.				
G	Manage stormwater and drainage facilities	120			
	Maintain road shoulders.				
	Maintain road ditches.				
	Clean road ditches.				
	Inspect drainage structures.				
	Clean drainage structures.				
	Clean stormwater inlets and outlets.				
	Perform street sweeping.				
	Deploy flood control devices.				
	Monitor flood control devices.				
	Rebuild catch basins and manholes.				
	Install culverts.				
	Repair drainage washouts.				
	Install storm sewers.				
	Maintain storm sewers.				
	Maintain stormwater facilities.				
	Report washouts and deficiencies.				
	Record maintenance activities				
	Total Hours	1580			