

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

1. The occupation to be taught is Carpenter. Lays out work plans or sketch. Builds wooden structures; such as concrete form, false work, pouring, chute, scaffold, etc. Builds in place to line and grade or prefabricates in units to be erected later, forms for bridge, drainage structure, wall, etc. 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 Carpenter 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 Carpenter 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 Carpenter 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 prepare and submit Monthly Progress Records to the Company by the 5<sup>th</sup> of each month.
  - d) To successfully complete the Carpenter 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 Carpenter 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 Carpenter 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 Carpenter 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 & SAFE USE OF TOOLS OF THE TRADE	80 HOURS
	<ul style="list-style-type: none"> <li>1. Power &amp; hand tools</li> <li>2. Materials selection</li> </ul>	
B.	APPLIED TECHNIQUES OF HIGHWAY CONSTRUCTION CARPENTRY	1776 HOURS
	<ul style="list-style-type: none"> <li>1. Safety procedures</li> <li>2. Pier, pile, &amp; cap formwork</li> <li>3. Decking formwork</li> <li>4. Parapet and hand railing formwork</li> <li>5. Endwall formwork</li> <li>6. Box culverts, inlets, and headwall formwork</li> <li>7. Stripping &amp; Salvage of forms for re-use</li> </ul>	
C.	RELATED CLASSROOM INSTRUCTION	144 HOURS
	<ul style="list-style-type: none"> <li>1. Mandatory Training <span style="float: right;">40 Hours</span> <ul style="list-style-type: none"> <li>a) First Aid/CPR</li> <li>b) OSHA-10</li> </ul> </li> <li>2. Non-Mandatory Training (May include but is not limited to) <span style="float: right;">104 Hours</span> <ul style="list-style-type: none"> <li>a) Construction Orientation</li> <li>b) Blueprint or construction plans reading &amp; application</li> <li>c) Construction Codes</li> <li>d) Introduction to Algebra</li> <li>e) Trenching and site excavation safety</li> <li>f) Competent person/confined space entry</li> <li>g) MSDS/Hazmat</li> </ul> </li> </ul>	

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, Title and Date