

Instructions for Monthly Evaluation

The new monthly evaluation form is two-sided. Page 1 is the Supervisor Evaluation Form and has just a few changes. The top part of Page 1 asks for your name, the month and year you are reporting, the contractor, and the jobsite location. Complete this section before giving it to your supervisor.

The bottom part of Page 1 is the Supervisor Evaluation and is to be completed and signed by your direct supervisor (or another person designated by your employer), along with his/her phone number and the date.

The purpose of Page 2 of the form is for recording your daily hours by job category. We are required to track your job hours according to the work processes (OJT) spelled out in our Apprenticeship Standards. Since we have new work processes in our Standards, Page 2 of the Monthly Evaluation Form has changed to reflect this. If you take the time to read the form, the information we are asking for is self-explanatory. The instructions below should clarify any questions you have. Keep it simple, record your hours every day (No more descriptions!), refer to these instructions or call the Training Center if you have any questions.

The upper left of Page 2 asks for your name and contact information. Please note if any of your information has changed by checking the New Contact Information box. Sign and date the form before submitting it to us.

The lower part of Page 2 is where you record your daily work hours. The left column of this section is Skill Category and describes each of the categories for recording your hours. It is up to you to choose the proper category for recording your hours based on the type of job you are on.

Core Skills are hours that you could do on any job and you need 2000 core hours combined 2000 Specific Skill hours to complete the program.

Specific skill categories are based on the type of job you are on. Categories are: Building; Heavy/ Highway and Utility; Concrete; Masonry; Demolition and Deconstruction; Pipeline; Tunneling; Environmental Remediation; and Landscaping. A brief description of each category with examples of work follows these instructions. You need a total of 2000 hours, in one or multiple categories (along with 2000 hours of Core Skills) to satisfy the OJT requirements of the program.

The next column is HRS (hours) Brought Forward. This category is for previously recorded hours. To ease the transition to the new form, we have used hours that you have already submitted. Each month, you will take hours brought forward, add total monthly hours to it, and enter that number in the total hours to date column. Total hours to date are the hours brought forward for the next month's report.

The next group of columns is for entering the hours you worked each day. Daily hours are entered by the date of the month. Think of it as a monthly calendar, the numbers 1-31 coincide with the dates of the month that you worked and hours are to be recorded for each day. We have included a sample form

Category Descriptions/ Examples

Core Skills-Minimum of 2000 hours required. Examples include site preparation, layout, cleanup and security; Using blueprints; Identify and work safely around environmental hazards; Recognize, secure and maintain job site safety; Erect, dismantle, maintain and work from scaffolds or lifts; Operate and maintain hand and power tools; Operate and maintain equipment as required by the job; Identify, estimate, move, supply, stock and store materials; Use appropriate hand signals.
--

Specific Skill Categories-Minimum of 2000 hours combined from one or more categories

Building Construction -Examples include concrete placement, mixing, vibration, formwork, curing; Pipelaying for water, sewer, utilities, etc.; rigging loads; cutting and burning; traffic control; trenching and excavating;
--

<p>grade setting/checking, layout, staking; site clearing; erecting/dismantling/maintaining scaffold; identify, inspect use and maintain all tools; install erosion control systems; forklift operation; aerial lift operation.</p>
<p>Heavy/Highway and Utility Construction-Examples include concrete placement, mixing, placement, vibration, patching, dry packing, build and place forms, move and clean forms, cure concrete, and related work; concrete cutting, coring, grooving; pipelaying and making connections for utilities; hoisting and rigging; traffic control/flagging; trenching and excavating/backfill and compaction; grade setting/checking; layout and staking; site preparation/clean up and security; drilling; asphalt raking, placement, compaction, and preparation and related work; build railroad beds and all related bridges and tunnels, install tracks; erect, dismantle and maintain scaffold; identify, inspect and maintain all customary tools and equipment; install erosion control systems; forklift operation; aerial lift operation; site/roadside remediation; demolition.</p>
<p>Masonry-Examples include erect/dismantle and maintain scaffold; estimate, stock and maintain supply areas; Identify, inspect, use and maintain tools, hand, electric, gas, pneumatic; forklift operation; aerial lift operation; mason tender/plaster tender; bracing walls; mixing mortar or plaster including colored mortar or colored plaster; estimating and stocking masonry units; cutting masonry units; supply, stock and dispense mortar, plaster, block/brick, reinforcement and other materials; plaster or grout pump operation/maintenance; plaster or grout pump hose layout/cleaning; fireproofing operations; exterior insulation finish systems; interior plaster operations; clean masonry walls.</p>
<p>Demolition and Deconstruction-Examples include identify and work safely around environmental hazards; erect/dismantle and maintain scaffold; cutting and burning; hoisting and rigging; trenching and excavating; aerial lift operation; site preparation/cleanup and security; Identify, inspect, use and maintain all tools, hand, electric, gas, pneumatic; fire watch; concrete cutting and sawing; demolition debris handling and management (recycling, reuse, disposal).</p>
<p>Pipeline-Examples include hoisting and rigging; trenching and excavating; site preparation/cleanup and security; identify, inspect, use and maintain all tools specific to the concentration, hand, electric, gas, pneumatic; grade setting/checking; layout and staking; clearing and maintaining the right of way (ROW); pump water; locate utilities; build and dismantle fences; load and unload pipe; fill and place sandbags; load, unload and place skids; install erosion control systems; pipe surface preparation/sand blasting; Apply pipe coating; Inspect pipe coating visually and with a holiday detector; Patch coating; Install pipe coating protection; Install corrosion protection; "Pig" the pipe; ROW remediation.</p>
<p>Tunneling-Examples include drilling; identify, inspect, use and maintain all tools specific to the concentration, hand, electric, gas, pneumatic; hoisting and rigging; concrete pump operation and maintenance; install services (track laying, conveyors, vents, water, compressed air pipes etc.); install tunnel supports (steel ribs, mesh, rock bolts); shaft and tunnel grouting; shotcrete/gunite application; cutting and burning.</p>
<p>Environmental Remediation-Examples include asbestos abatement; hazardous waste remediation; lead abatement; microbial remediation; radiation protection/radioactive material handling; water damage/fire restoration; erect, dismantle and maintain scaffold; identify, inspect, use and maintain all tools specific to this concentration, hand, electric, gas, pneumatic; aerial lift operation.</p>
<p>Landscaping-Examples include trim and prune hedges, trees and shrubs; seed and sod lawns; install irrigation systems; install retaining walls; install brick pavers for walks and patios; apply fertilizers and pesticides – traditional use and alternative "green" applications; plant and maintain flowers and ground covers; install and maintain fences, planters and other landscaping features (playgrounds, gazebos, fountains); small engine maintenance/repair; identify, inspect, use and maintain all tools specific to the concentration, hand, electric, gas, pneumatic; traffic control/flagging; operate all landscape equipment related to the occupation.</p>
<p>Concrete Specialist-Examples include site preparation; build and place forms, remove and clean forms; screeding and leveling of concrete; float, trowel, and finish concrete; cure and protect concrete; apply surface treatments and finishes to hardened concrete; sack, patch and repair concrete finishes and defects; exposed aggregate, stamped and other decorative concrete finishes; set screeds, screed pins, screed wires and/or lines; operation of laser screeds, laser level, and slip form machines; operation of troweling and ride-on troweling machines; identify, inspect, use, and maintain all customary tools and equipment related to the work of a Concrete Specialist, hand, electric, gas/diesel, pneumatic, powder-actuated.</p>