

Equipment Operator Senior

**Employee Requirement Completion Record for
Employees
Designed for those Classified as an Equipment Operator
After 7/1/2000**

Updated 5/11



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* Typo found and corrected 8/09

Program Guidelines

Requirements

All participants in the program will be required to fulfill all five (5) of the mandatory requirements (Years of Service, Snow and Ice, Safety, Leadership, and Traffic Control) and all the requirements in one of the optional categories (Highway Maintenance, Highway Paint Striping, Bridge Maintenance, or Special Equipment Operation). The Highway Maintenance Option is for subarea and area operators while the other options are for district crews.

All requirements shall be obtained after an employee signs up for the program. Any activities performed by the employee before the program begins or before the employee signs up to participate will not be counted. The only exceptions are for snow and ice experience and for any of the required training taken while employed by KDOT.

In order to be promoted to EO Senior, the EO must have 4 ½ years in as an EO (since the promotion from Trainee), fulfill all necessary program requirements, and have a current performance evaluation of at least “meets expectations”.

There is a mid-point promotion available for those that have completed a defined portion of the total requirements, have been an EO for at least 2½ years, and have a current performance evaluation of at least “meets expectations”.

Once an employee is promoted to EO Senior, he/she may transfer to other work crews and maintain his/her Senior status. The only way the EO Senior will be demoted back to EO is voluntarily or through disciplinary action.

Any requirements listed as “if appropriate” or “if applicable” will be required if the District Maintenance Engineer determines (with the concurrence of the District Engineer) that the requirement applies to that work crew.

There may be a need to update or change the program requirements in the future. When this happens, new requirement sheets will be sent to be inserted into the program booklets. As training courses are developed and become available, they may be recommended but not required for EOs going through the Short Program.

Participation

Participation in this program is strictly voluntary. All Equipment Operators will be required to choose whether they are interested in participating, however, they may change their mind at anytime by submitting a new "Participation" form. EO Trainees may not participate.

Successful Tests and Demonstrations

A passing grade on any written test will be 80% or higher (At least 40 correct answers on a 50 question test).

A successful Demonstration will be one that is done to the satisfaction of the judging person, either the Supervisor or the Specialist, based on any written guidelines listed in the EO Senior Program Manual.

It may be possible to get credit for completing multiple tasks in a one-day testing period. Example: While fulfilling the requirement of performing as Lead Worker on an Asphalt Patching Crew (Requirement 6.a.1), the EO sets up a proper Traffic Control Work Zone (Requirement 5.b), they may receive credit for BOTH requirements.

Test Requirements

There are multiple tests required for the Senior Program, i.e. Safety Test, Traffic Control Test, Highway Maintenance Policy and Procedures, etc. It will not be a requirement to take all of the tests at once. The EO may request to take any or all the tests when they are offered. If the EO fails any one of the tests, they will only have to take that test again.

The tests will all be written in English and the EO will be required to read the questions and be able to answer the questions without assistance.

Test Results

Testing shall be done consistent with SOM 2.1.11 (Equipment Operator Trainee Program) with the exception that the test results will be reported back to the employee. The number of problems answered incorrectly will be reported directly to the employee and the employee reserves the right to review the questions answered incorrectly.

Procedure for Requesting to be Tested

An EO wishing to be tested on specific requirements should fill out the *Request for Requirement/Training Completion* Form which should be given to the Supervisor with a copy for the Superintendent. Requirements should be listed in priority order. The Supervisor and the EO wishing to be tested must agree before the activity is performed that it will be evaluated. This is done to ensure that the person being tested understands that they are being evaluated and that the person doing the evaluation spends a sufficient amount of time at the worksite to make an informed evaluation.

Test Frequency

Most tests and demonstrations can be taken an unlimited number of times, however, **(UNLESS OTHERWISE SPECIFIED)** an Equipment Operator must wait at least three (3) months after a failed attempt before they may take the test or perform the demonstration again. After the third attempt, the EO must wait one (1) year between attempts.

Accumulation of Hours Performing an Activity

Hours of credit for an activity such as crack sealing will only be earned if all tasks on that given day are performed satisfactorily, no partial credit. Credit shall be given for the hours spent flagging supporting required activities (crack sealing, patching, etc.) provided the crew is being rotated into the flagger role throughout the day. If someone is out mowing for 6 hours and hits a guard fence end during the last hour, they will not get credit for any hours that day.

Prerequisites

A prerequisite is something that must be completed before another component can be attempted. EXAMPLE: An EO must perform certain activities a minimum number of hours (as a prerequisite) before they are allowed to receive credit for successfully performing as a lead worker on that activity.

Supervisor's Responsibilities

A Supervisor should not discourage any EO who wishes to participate and is willing to make an earnest effort to succeed. The supervisor is responsible for providing the opportunities for his/her EOs to progress through the program as work allows. The Supervisor must prioritize these opportunities and assign them to his/her crew based on who has requested the opportunity, seniority, time remaining before EO is eligible to promote, which of his/her crew is ready to be tested, and who is eligible to be tested. If the work in a crew is not providing the necessary opportunities, the Supervisor should visit with the Superintendent to discuss options for finding opportunities (transfer employee, combine crews, etc.).

Supervisors should make a reasonable amount of study time and training time available during work hours.

The Supervisor should ensure that anyone tested be fairly and accurately judged base on the work that the employee did. The supervisor should report back to the employee in a timely fashion by either approving the test or by failing it with comments as to what was done wrong and how it could be corrected.

Equipment Operator Responsibilities

The EO will be responsible for progressing through this voluntary program at his/her own pace. The documentation for the completion of all requirements will be kept in the EO's notebook. It is the EO's responsibility to have the supervisor or specialist sign off on each completed requirement and to maintain the documentation.

Leaving KDOT Employment or Demotion

Any EO that leaves KDOT employment and decides to return may retain all the requirements he/she previously acquired provided he/she returns to KDOT within a year from leaving and has retained his/her documentation as proof of his/her progress.

Any EO Senior that is demoted to EO must start over in the program to promote again to Senior. It will not be necessary to wait an additional 4 ½ years, but all the requirements listed in the Full Program must be completed.

Years of Service

Requirement: 4.5 years of Highway Maintenance Experience (24 months verifiable experience in KDOT level highway maintenance experience may apply toward this 4.5 years).

Prior Experience will be considered based on meeting 3 of the following types of experience:

1. Traffic Control- Setting up work zones on street or highway work, (2 years of driving a pilot car or doing flagging would not be considered)
2. Snow and Ice Control- Operation of dump truck with a spreader and plow
3. Pavement Repair- Concrete or asphalt, patching or paving with use of appropriate equipment.
4. Equipment Operation- Experience with loaders, tractor/mower, roller, backhoe, motor grader, etc.

For those on the paint, bridge, or special crew, experience in line with their current duties would apply to the requirement.

Prior experience must also be applied to the calculation to determine when an EO is eligible for the mid-point promotion. The 2½ year wait period for the mid-point promotion may only be shortened by 12 months or less with verifiable prior experience. As an example, an EO that brings 18 months of verifiable qualifying experience will be eligible for the mid-point promotion after 1½ years of being an EO (2 ½ years minus 12 months) and they will be eligible for the EO Senior promotion after 3 years of being an EO (4½ years minus 18 months).

Senior Status Achieved before the Program Begins

Anyone who achieved Senior status before the program began will not have to fulfill any of the requirements to maintain their Senior classification. The employee may be asked to attend certain training sessions to give them the necessary tools to perform all aspects of their jobs, i.e. *Transition to Leadership Training* and/or *You'll Catch On* (OJT).

Safety Requirements

There is no limit on how often safety meetings may be given. A written outline must be submitted to the District Safety Specialist and approved before presenting. The presentation should last at least 5 minutes and be followed by questions and comments. The presenters must effectively communicate the message of safety and take the presentation seriously. The work done by the presenter must be original (not borrowed from anyone else). Presentations will be followed by a discussion of the day's activities and any safety issues related to that work. If it is determined that an outline is a copy of a previous presentation, it will be cause for failure.

Leadership Requirements

The EO must have 1 ½ years of service from when they were promoted from Trainee before attending the *Transition to Leadership* class. This class must be successfully completed before attending *You'll Catch On*, the "on the job" training. *You'll Catch On* must be successfully completed before the EO will be allowed to demonstrate their OJT skills (requirement 4d).

Traffic Control Requirements – Short Program Only

In the Short Program, the Equipment Operator will be given 4 opportunities to set up the traffic control for a maintenance work zone as close together as the employee is ready and the work is available. If the EO does not complete two (2) consecutive successful work zones, they will have to wait a minimum of 3 months before receiving the opportunity for 2 more attempts. All subsequent pairs of attempts will be at a minimum spacing of 6 months. Available work must also be taken into consideration for all testing opportunities. Consecutive successful completions may span across a mandatory waiting period.

There is no minimum wait period between attempts on the FULL PROGRAM.

Composite Requirement Listing

REQUIREMENTS	REGULAR PROGRAM
<p style="text-align: center;">1. <u>YEARS OF SERVICE</u></p> <p>Must have 4 ½ years of Highway Maintenance Experience after being promoted to Equipment Operator. A maximum of 2 years of verifiable experience in KDOT level highway maintenance may apply toward this 4 ½ years. An EO Senior candidate's last performance review, completed within the previous 12 months, must indicate a minimum of at least satisfactory performance.</p>	√-2
<p style="text-align: center;">2. <u>SNOW AND ICE</u></p> <p>a) Must pass a written test (CLOSED BOOK)</p> <p>b) 5 years experience in snow and ice control (Supervisor Check off)</p> <p>c) Demonstrate to Super./Spec. Controller operation</p> <p>d) Demonstrate to Super/Spec. Brine Mixing (if appropriate)</p> <p>e) Demonstrate to Super/Spec. proper Salt/Sand mixing</p> <p>f) Demonstrate to Super/Spec. proper plow and spreader set-up</p> <p>g) Perform an "On the Job" training session on the proper PM for Dump truck and Loader</p> <p>h) Demonstrate to Super/Spec the proper installation of tire chains on Dump truck (if appropriate)</p> <p>i) Demonstrate to Super/Spec the proper installation of tire chains on Motor grader (if appropriate)</p> <p>j) Successfully complete the Anti-ice/RWIS computer based training course</p>	<p style="text-align: center;"><u>SNOW AND ICE</u></p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-2</p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-2</p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p>
<p style="text-align: center;">3. <u>SAFETY</u></p> <p>a) Must pass written test on Safety Manual and PPE requirements (OPEN BOOK)</p> <p>b) Develop and Present 4 Safety Meetings/Demonstrations for maintenance crew</p> <p>c) Attend Hazardous Communications (MSDS-Right to Know) Training</p> <p>d) Attend Hazardous Materials Awareness (First on the Scene) Training incl. Meth. Lab Recognition</p> <p>e) Attend Confined Space and Trenching safety training</p>	<p style="text-align: center;"><u>SAFETY</u></p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1 (2 of 4) / √-2 (remaining of 4)</p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p>
<p style="text-align: center;">4. <u>LEADERSHIP</u></p> <p>a) Attend the <i>Transition to Leadership</i> Class (Must have 1½ years from when they promoted from trainee before they are eligible to take the TTL class)</p> <p>b) Pass <i>Transitions to Leadership</i> Test (CLOSED BOOK) Prerequisite: 4a</p> <p>c) Attend the On the Job Training class – <i>You'll Catch On</i> Prerequisite: 4b</p> <p>d) Demonstrate OJT skill Prerequisite: 4c</p>	<p style="text-align: center;"><u>LEADERSHIP</u></p> <p style="text-align: center;">√-2</p> <p style="text-align: center;">√-2</p> <p style="text-align: center;">√-2</p> <p style="text-align: center;">√-2</p>

√-1 - Required for Mid-Point Increase (5%)

√-1& √-2 - Required for Final Increase (10% total*)

5. <u>TRAFFIC CONTROL</u>	<u>TRAFFIC CONTROL</u>
a. Pass written test on traffic control (OPEN BOOK)	√-1
b. Responsible for the Set up of 10 consecutive correct work zones (mix of 2 lane and multi-lane as appropriate) Not required for District Crews	√-1 (5 consecutive) / √-2 (10 consecutive)
c. Attend course similar to NHI course on Traffic Control customized for KDOT	√-1

HIGHWAY MAINTENANCE OPTION REQUIREMENTS

6. <u>PERMENENT PAVEMENT PATCHING</u>	
<ul style="list-style-type: none"> • Perform a minimum of 80 Hours of a mix of the listed activities (as appropriate for work areas). Complete the following requirements with a mix of concrete and asphalt as appropriate • Must complete 240 hours of the required 480 in 6.Patching, 7.Mowing, 9.Crack Sealing, 10.Drop-off repair and 11.Erosion control 	√-2
(a) <u>ASPHALT PATCHING</u>	
1. Removal of Failed Asphalt or Concrete	√-2
2. Check, Prepare, Compact Sub grade, and Clean around Patch	√-2
3. Spray Tack including Start-Up, Operation, and Cleanup of Asphalt Machine	√-2
4. Place and Compact Asphalt Material in Lifts	√-2
5. Operate Pothole Patch Machine (where appropriate) incl. Start-up, shut-down	√-2
a.1 Lead worker	
<ul style="list-style-type: none"> • Serve as lead worker for on an asphalt patching crew for a day's operation. 	√-2
(b) <u>CONCRETE PATCHING</u>	
1. Mark out, Saw Patch and Determine Material Quantity	√-2
2. Bust up Slab	√-2
3. Remove Slab with Loader or Backhoe	√-2
4. Check, Prepare, Compact Sub grade, Undercut or Insert Dowels	√-2
5. Place Concrete, Vibrate, Screed, and Finish	√-2
b.1 Lead worker	
<ul style="list-style-type: none"> • Serve as lead worker for on an concrete patching crew for a day's operation 	√-2
(c) <u>ASPHALT SPOT OVERLAY (patching) on travel way, side roads, or entrances</u>	
1. Identify and mark out area	√-2
2. Determine material quantity	√-2
3. Remove distortions	√-2
4. Remove loose debris	√-2
5. Spray Tack including Start-Up, Operation, and Cleanup of Asphalt Machine	√-2
6. Place material	√-2
7. Compact material	√-2
8. Place temporary markings	√-2
c.1 Lead worker	
Serve as lead worker for on an asphalt patching crew for a day's operation	√-2

√-1 - Required for Mid-Point Increase (5%)

√-1& √-2 - Required for Final Increase (10% total*)

<p align="center">7. <u>RIGHT OF WAY MOWING</u></p> <p>a) Perform a minimum of 160 “clock” Hours of Right of Way Mowing with Tractor. Credit only given if done without Equipment or property damage and if done to standards. Hours include tractor and mower maintenance performed by operator.</p>	<p align="center"><u>RIGHT OF WAY MOWING</u></p> <p align="center">√-2</p>
<p align="center">8. <u>ROADSIDE SIGNING</u></p> <p>Minimum of 20 sign and post installations. Delineators or temporary signs do not count. Must be done to MQA standards (height, plumb, etc.)</p>	<p align="center"><u>ROADSIDE SIGNING</u></p> <p align="center">√-1 (10 of 20) / √-2 (remaining of the 20)</p>
<p align="center">9. <u>CRACK SEALING</u></p> <p>a) Perform a minimum of 80 Hours of a mix of the following tasks.</p> <ol style="list-style-type: none"> 1. Start-up, Operated, Shut-down, Clean-up of Crack Seal Machine 2. Operate Wand 3. Operate squeegee (if appropriate) 4. Operate and Maintain Crack Router or Saw 5. Operate and Maintain Hot Air Lance with Air Compressor <p>b) Serve as Lead Worker on Crack Sealing Crew for a days operation.</p>	<p align="center"><u>CRACK SEALING</u></p> <p align="center">√-2</p>
<p align="center">10. <u>DROP-OFF REPAIR (edge ruts and shoulder work)</u></p> <p>a) Perform a minimum of 80 Hours of repairing edge ruts or blading shoulders using a motor grader or a tractor and box blade.</p> <p>b) Serve as Lead Worker on Shouldering crew for a days operation</p>	<p align="center"><u>DROP-OFF REPAIR (edge ruts and shoulder work)</u></p> <p align="center">√-2</p> <p align="center">√-2</p>
<p>11. <u>EROSION CONTROL, DRAINAGE AND DITCH WORK</u></p> <p>a) Perform a minimum of 80 Hours operation of a loader, motor grader, or backhoe to repair an erosion or drainage problem leaving the area in a neat and drainable condition.</p> <p>b) Demonstrate to the Super/Spec the proper method of loading material into Dump Trucks using Loader</p> <p>c) Demonstrate ability to properly dump material from truck on uneven surface</p> <p>d) Serve as Lead Worker on Drainage or Ditch Cleaning Crew for a days operation.</p>	<p align="center"><u>EROSION CONTROL, DRAINAGE AND DITCH WORK</u></p> <p align="center">√-2</p> <p align="center">√-2</p> <p align="center">√-2</p> <p align="center">√-2</p>

√-1 - Required for Mid-Point Increase (5%)

√-1& √-2 - Required for Final Increase (10% total*)

<p>12. <u>EQUIPMENT HAULING AND TOWING</u></p> <p>a) Demonstrate correct load/lash on four-wheel loader to supervisor/EO specialist satisfaction.</p> <p>b) Minimum of 40 one way Hauls or Tows Complete the following requirements while performing on the job:</p> <ol style="list-style-type: none"> 1. Load, Lash and Haul Material or equipment on a trailer (min. of 10 times) 2. Tow Equipment, trailers, etc.(min. of 10 times) 	<p><u>EQUIPMENT HAULING AND TOWING</u></p> <p style="text-align: right;">√-1</p> <p style="text-align: right;">√-1 (20 with minimum of 10 each) / √-2 (remainder of 40)</p> <p style="text-align: right;">√-1</p> <p style="text-align: right;">√-1</p>
<p>13. <u>HIGHWAY MAINTENANCE POLICY AND PROCEDURES</u></p> <p>a) Pass written test on “Highway Maintenance Policy and Procedure.” (CLOSED BOOK)</p>	<p style="text-align: right;">√-1</p>

Highway Paint Striping Option

<p>15. <u>Highway Paint Striping Option</u></p> <p>a) Demonstrate ability to calibrate paint and beads</p> <p>b) Demonstrate ability to check Paint Wet Film Thickness</p> <p>c) Order Paint</p> <ul style="list-style-type: none"> •Determine how much of each color is needed •Place order for the proper amounts •Coordinate delivery timing necessary <p>d) Measure Retro-reflectivity on assigned routes</p> <ul style="list-style-type: none"> •Check calibration and calibrate if needed •Measure retro-reflectivity •Document measurements <p>e) Successfully demonstrate proficiency performing all of the following 3 operations on a striping crew:</p> <ul style="list-style-type: none"> •Driving the striper during striping operation •Edge Line Stripe operator •Center Line Stripe operator <p>f) Must Pass a written test on Maintenance Policies and Procedures (closed book)</p> <p>g) Perform Preventive Maintenance (PM) on Striper- know How and When</p> <p>h) Perform all aspects of tear down on a striper including:</p> <ol style="list-style-type: none"> 1) Paint and Glass Bead Guns 2) High and Low Pressure Pumps <p>i) Perform General Safety Training on a Striper including dangers of hydraulic pressures, pinch points, etc.</p> <p>j) Perform as a Lead Worker on Setting/Checking No Pass zones (tow rope)</p> <p>k) Fill out Weekly Striping Report for an entire work week</p>	<p style="text-align: right;">√-1</p> <p style="text-align: right;">√-1</p> <p style="text-align: right;">√-2</p> <p style="text-align: right;">√-2</p> <p style="text-align: right;">√-2</p> <p style="text-align: right;">√-2</p> <p style="text-align: right;">√-1</p> <p style="text-align: right;">√-1</p> <p style="text-align: right;">√-1</p> <p style="text-align: right;">√-1</p> <p style="text-align: right;">√-2</p> <p style="text-align: right;">√-2</p> <p style="text-align: right;">√-2</p> <p style="text-align: right;">√-1</p> <p style="text-align: right;">√-1</p> <p style="text-align: right;">√-2</p> <p style="text-align: right;">√-2</p> <p style="text-align: right;">√-2</p> <p style="text-align: right;">√-1</p> <p style="text-align: right;">√-2</p> <p style="text-align: right;">√-2</p>
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√-1 - Required for Mid-Point Increase (5%)

√-1& √-2 - Required for Final Increase (10% total*)

BRIDGE MAINTENANCE OPTION

16. BRIDGE MAINTENANCE OPTION	
<ul style="list-style-type: none"> • Must complete 120 hours of the total 240 of Partial Depth, Full Depth, and Handrail/wing/box/etc. repair-16.a-c 	√-1
<p>a) <u>Partial Depth Bridge Deck Repair</u></p> <ul style="list-style-type: none"> • Minimum of 80 hrs • Must perform each of the following operations to Supervisor/ Specialist's satisfaction <ol style="list-style-type: none"> 1. Chain and Mark out section 2. Saw the limits 3. Chip out, Remove, and Clean 4. Inspect and Install Rebar if needed 5. Place concrete- Finish and Cure • Perform as a Lead worker (must complete the entire job) 	<p style="text-align: center;"><u>Partial Depth Bridge Deck Repair</u></p> √-2 √-2 √-2 √-2 √-2 √-2
<p>b) <u>Full Deck Repair</u></p> <ul style="list-style-type: none"> • Minimum of 80 hrs • Must perform each of the following operations to Supervisor/ Specialist's satisfaction <ol style="list-style-type: none"> 1. Chain and Mark out section 2. Saw the limits 3. Chip out, Remove, and Clean 4. Form bottom of hole 5. Inspect and Install Rebar if needed 6. Place concrete- Finish and Cure - Consolidate • Perform as a Lead worker (must complete the entire job) 	<p style="text-align: center;"><u>Full Deck Repair</u></p> √-2 √-2 √-2 √-2 √-2 √-2 √-2
<p>c) <u>Form and Place Concrete Bridge Handrail, Hub guard, Box, Wing wall, Web Wall, and Retaining Wall)</u></p> <ul style="list-style-type: none"> • Minimum of 80 hrs • Must perform each of the following operations to Supervisor/ Specialist's satisfaction <ol style="list-style-type: none"> 1. Remove damaged or deteriorated concrete 2. Dowel new reinforcement into existing concrete 3. Install rebar 4. Build or modify and install forms 5. Pour, Finish, and Cure- Consolidate 6. Strip forms • Perform as a Lead worker (must complete the entire job) 	<p style="text-align: center;"><u>Form and Place Concrete (Bridge Handrail, Hub guard, Box, Wing wall, Web Wall, and Retaining Wall)</u></p> √-2 √-2 √-2 √-2 √-2 √-2 √-2
<p>d) <u>Operate Trailer Mounted Air Compressor and Pavement Breaker</u></p> <ul style="list-style-type: none"> • Must perform each of the following while on the job to Supervisor/ Specialist's satisfaction <ol style="list-style-type: none"> 1. Pre-start check per manufacturer's recommendations 2. Start-up 3. Hook-up equipment and hoses 4. Wear proper PPE 5. Select, Install, and Use proper bits 6. Proper shut-down • Perform an "On the Job" training session on the proper PM for the Air Compressor 	<p style="text-align: center;"><u>Operate Trailer Mounted Air Compressor & Pavement Breaker</u></p> √-1 √-1 √-1 √-1 √-1 √-1 √-2

√-1 - Required for Mid-Point Increase (5%)

√-1& √-2 - Required for Final Increase (10% total*)

<p>e) <u>Operate and Maintain Concrete Saw</u></p> <ul style="list-style-type: none"> • Must perform each of the following while on the job to Supervisor/ Specialist's satisfaction: <ol style="list-style-type: none"> 1. Pre-start check per manufacturer's recommendations 2. Start-up 3. Select, Install, and use proper blades 4. Water Hook –up, adjust depth, saw patch 5. Wear proper PPE 6. Proper shut-down • Perform an "On the Job" training session on the proper PM for the concrete saw 	<p style="text-align: center;"><u>Operate and Maintain Concrete Saw</u></p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-2</p>
<p>f) <u>Operate the Scissor Lift Truck</u></p> <ul style="list-style-type: none"> • Must perform each of the following while on the job to Supervisor/ Specialist's satisfaction (where available) <ol style="list-style-type: none"> 1. Pre-start check per manufacturer's recommendations 2. Safe operation knowing grade/slope restrictions 3. Wear proper PPE 4. Proper shut-down 	<p style="text-align: center;"><u>Operate the Scissor Lift Truck</u></p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p>
<p>g) <u>Demonstrate proper operation of Stick welder and cutting torch</u></p> <ul style="list-style-type: none"> • Must perform each of the following while on the job to Supervisor/ Specialist's satisfaction (where available) <ol style="list-style-type: none"> 1. Demonstrate the proper operation of portable engine driven welder. 2. Demonstrate the proper operation of Oxy-acetylene cutting torch. 3. Operate both with the proper PPE. 	<p style="text-align: center;"><u>Demonstrate proper operation of Stick welder and cutting torch</u></p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p> <p style="text-align: center;">√-1</p>
<p>h) <u>Operation of other equipment</u></p> <p>a) Must perform each of the following (if applicable) while on the job to Supervisor/ Specialist's satisfaction:</p> <ul style="list-style-type: none"> • Gunnite machine • Sand Blasting Machine • Derrick Truck • Knuckle Boom Crane <p>i) Must pass written test on Maintenance Policy and Procedures (CLOSED BOOK)</p>	<p style="text-align: center;"><u>Operation of other equipment</u></p> <p style="text-align: center;">√-1</p>

√-1 - Required for Mid-Point Increase (5%)

√-1& √-2 - Required for Final Increase (10% total*)

Special Equipment Option

<u>17. Special Equipment Option</u>	<u>Special Equipment Option</u>
<ul style="list-style-type: none"> • Must complete 80 hours of the total 160 required hours on 17.a. 	√-1
<ul style="list-style-type: none"> a) Perform a minimum of 160 hrs on at least 3 of the following. Credit only given if done without equipment or property damage and if done to standards. Hours include equipment maintenance performed by operator. <ul style="list-style-type: none"> 1) Low Boy tractor and trailer 2) Rock Cutter 3) Excavator 4) Bridge Snooper 5) Truck mounted sweeper 6) Derrick Truck (Cherry picker) 7) Dozer 8) Slurry Machine 9) Pug mill 10) Asphalt Plant 11) Laydown machine 12) Rotary Snow Plow 13) Chemical Spray truck 14) Other equipment as approved by DME 	√-2
<ul style="list-style-type: none"> c) Perform OJT on proper Preventative Maintenance (PM) on 3 of the following pieces of equipment: <ul style="list-style-type: none"> 1. Low Boy tractor and trailer 2. Rock Cutter 3. Excavator 4. Bridge Snooper 5. Truck mounted sweeper 6. Derrick Truck (Cherry picker) 7. Dozer 8. Slurry Machine 9. Pug mill 10. Asphalt Plant 11. Laydown machine 12. Rotary Snow Plow 13. Chemical Spray truck 14. Other equipment as approved by DME 	√-2
<p>Must pass written test on Maintenance Policies and Procedures (CLOSED BOOK)</p>	√-1

**Unless employee is currently at step 17, in which case an Executive Order does not allow an employee to retain that step level when changing grades. This employee would be moved to Grade 18, Step 16 for an approximate 7.5 % increase. Executive Directive 08-388 states the following: "Steps 17 and 18 are reserved for the purposes of providing market based wage adjustments, and no employee may be moved to step 17 or 18 unless authorized to do so by executive directive."*

√-1 - Required for Mid-Point Increase (5%)

√-1& √-2 - Required for Final Increase (10% total*)

Employee Record of Completion

KDOT Maintenance
Equipment Operator Senior Requirements

Name

District

Area

1. YEARS OF SERVICE

Requirement: 4.5 years of Highway Maintenance Experience (with 24 months verifiable experience in KDOT level highway maintenance experience may apply toward this 4.5 years). Must have a minimum of a satisfactory performance review on file to complete "Years of Service." Prior Experience will be considered based on meeting 3 of 4 of the following types of experience: 1. Traffic Control- Setting up work zones on street or highway work, (2 years of driving a pilot car or doing flagging would not be considered) 2. Snow and Ice Control- Operation of dump truck with a spreader and plow 3. Pavement Repair- Concrete or asphalt, patching or paving with use of appropriate equipment. 4. Equipment Operation- Experience with loaders, tractor/mower, roller, backhoe, motor grader, etc. For those on the paint, bridge, or special crew experience in line with their current duties would apply to the requirement.	Employee Initial	Date	Supervisor Initial	Date
1a.1 Completed Year One				
1a.2 Completed Year Two				
1a.3 Completed Year Three				
1a.4 Completed Year Four				
1a.5 Complete "Years of Service" Section of the Supervisor's Notebook				

Please complete the following information obtained from the District HRP or District Administrative Officer or Area Office Manager:

A. EO Promotion Date (from Trainee): _____ Example: 06/01/2006

B. Allowable Prior KDOT level highway maintenance experience (Max. 24 months): _____ months
 Example: 18 months

C. EO Mid-point Wait Period:
 2½ years – Allowable prior experience (Line B. with a max of 12 months): _____
 Example (2½ years minus 12 months) = 1½ years

D. EO Mid-point Promotion Eligible Date (Line A. plus Line C.): / / .
 Example (06/01/06 plus 1½ years): 12 / 01 / 2007

E. EO Senior Wait Period: 4½ years – Allowable prior experience (Line B.): _____
 Example (4 ½ years minus 18 months) = 3 years.

F. EO Senior Promotion Eligible Date (Line A. plus Line E.): / / .
 Example (06/01/06 plus 3 years): 06 / 01 / 2009

MID-POINT CHECKLIST FOR SNOW AND ICE (first half)
Regular Program

<u>Requirement</u>	<u>Mark When Completed</u>
2.a. Pass Written Snow & Ice Test	_____
2.c. Demonstrate Controller Operation	_____
2.d. Demonstrate Brine Mixing	_____
2.e. Demonstrate Salt/Sand Mixing	_____
2.f. Demonstrate Plow & Spreader Set-up	_____
2.h. Demonstrate Tire Chain Install on Dump Truck	_____
2.i. Demonstrate Tire Chain Install on Motor Grader	_____
2.j. Complete Anti-Ice/RWIS Training on Computer	_____

REMAINING REQUIREMENTS CHECKLIST FOR SNOW AND ICE
(second half)

Regular Program

<u>Requirement</u>	<u>Mark When Completed</u>
2.b. 5 years experience in Snow and Ice Control	_____
2.g. Perform "OJT" training on proper PM for truck and loader	_____

Requirement: Demonstrate <i>controller operation</i> to HMS or EO Specialist	Employee Initial	Date	Supervisor Initial	Date
<p>2c.1 Demonstrated controller operation to HMS or EO specialist satisfaction. (See checklist)</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>2c.2 Complete the “Demonstrated <i>controller operation</i>- to HMS or EO Specialist” Section of Supervisor’s Notebook.</p>				
<p>Comments:</p>				
<p>Requirement: Demonstrate <i>Brine Mixing</i> (if appropriate - to HMS or EO Specialist</p>	Employee Initial	Date	Supervisor Initial	Date
<p>2d.1 Demonstrate <i>Brine Mixing</i> (if appropriate - to HMS or EO Specialist (See checklist).</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>2d.2 Complete <i>Brine Mixing</i> (if appropriate) - to HMS or EO Specialist Section of Supervisor’s Notebook.</p>				
<p>Comments:</p>				

Requirement: Demonstrate <i>Salt Sand Mixing</i> - to HMS or EO Specialist	Employee Initial	Date	Supervisor Initial	Date
<p>2e.1 Demonstrate <i>Salt Sand Mixing</i> to HMS or EO Specialist satisfaction.</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>2e.2 Complete the "<i>Salt Sand Mixing</i> to HMS or EO Specialist" Section of Supervisor's Notebook.</p>				

Comments:

Requirement: Demonstrate <i>Plow and spreader</i> - to HMS or EO Specialist	Employee Initial	Date	Supervisor Initial	Date
<p>2f.1 Demonstrated <i>Plow and spreader set-up</i> to HMS or EO Specialist satisfaction. (See checklist)</p> <p><u>Attempts</u> (If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>2f.2 Complete the “Demonstrated <i>Plow and spreader set-up</i> to HMS or EO Specialist” Section of Supervisor’s Notebook.</p>				

Comments:

Requirement: Perform <i>Preventive Maintenance On-the-Job training</i> for Dump Truck and Loader	Employee Initial	Date	Supervisor Initial	Date
<p>2g. 1 Performed <i>Preventive Maintenance On-the-Job training</i> for Dump Truck and Loader. (Form 351)</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>2g.2 Complete the “Preventive Maintenance On-the-Job training for Dump Truck and Loader” Section of Supervisor’s Notebook.</p>				

Comments:

Requirement: Perform Tire Chain installation on <i>Dump Truck</i> .	Employee Initial	Date	Supervisor Initial	Date
<p>2h.1 Performed Tire Chain installation on <i>Dump Truck</i>. (If appropriate.)</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>2h.2 Complete the “Tire Chain installation on <i>Dump Truck</i>” Section of Supervisor’s Notebook. (If appropriate.)</p>				

Comments:

Requirement: Perform Tire Chain installation on <i>Motor Grader (if appropriate)</i>	Employee Initial	Date	Supervisor Initial	Date
2i.1 Performed Tire Chain installation on <i>Motor Grader (if appropriate)</i> <u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake. 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)				
2i.2 Complete the “Tire Chain installation on <i>Motor Grader (if appropriate) Truck</i>” Section of <u>Supervisor’s Notebook.</u>				

Comments:

Requirement: Pass written test on Snow and Ice	Employee Initial	Date	Supervisor Initial	Date
2j.1 Successfully complete the Anti-ice/RWIS computer based training course Certificate received: _____				
2j.2 Complete the “Anti-ice/RWIS” section of Snow and Ice Section of Supervisor’s Notebook.				

MID-POINT CHECKLIST FOR SAFETY (first half)
Regular Program

Requirement

Mark when completed

- | | |
|--|-------|
| 3.a. Pass Written Safety Test | _____ |
| 3.b. Present Two Safety Meetings | _____ |
| 3.c. Attend Haz-Com Training | _____ |
| 3.d. Attend Hazardous Materials Awareness Training | _____ |
| 3.e. Attend Confined Space & Trenching Training | _____ |

REMAINING REQUIREMENTS CHECKLIST FOR SAFETY (second half)
Regular Program

Requirement

Mark when completed

3.b. Present Two Additional Safety Meetings (4 total)

3. SAFETY

Requirement: Pass written test on Safety Manual and PPE requirements	Employee Initial	Date	Supervisor Initial	Date
3a.1 Passed written test on <i>Safety Manual and PPE requirements</i> . Certificate received: _____				
3a.2 Complete the “written test on <i>Safety Manual and PPE requirements</i> ” Section of <u>Supervisor’s Notebook</u> .				
Comments:				

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Requirement: Complete <i>“Hazardous Communications Training (MSDS-Right to Know).”</i>	Employee Initial	Date	Supervisor Initial	Date
3c.1 Successfully completed <i>“Hazardous Communications Training (MSDS-Right to Know).”</i> Certificate received: _____				
3c.2 Complete the <i>“Hazardous Communications Training (MSDS-Right to Know)”</i> Section of <u>Supervisor’s Notebook.</u>				

<p><u>Comments:</u></p>

Requirement: Complete <i>“Hazardous Materials Awareness (First on the Scene)” Training including Meth. Lab Recognition</i>	Employee Initial	Date	Supervisor Initial	Date
3d.1 Successfully completed <i>“Hazardous Materials Awareness (First on the Scene)” Training including Meth. Lab Recognition.</i> Certificate received: _____				
3d.2 Complete the <i>“Hazardous Materials Awareness (First on the Scene)” Training including Meth. Lab Recognition</i> Section of <u>Supervisor’s Notebook.</u>				

Comments:

Requirement: Complete <i>“Confined Space and Trenching”</i>	Employee Initial	Date	Supervisor Initial	Date
3e.1 Successfully completed <i>“Confined Space and Trenching”</i> training. Certificate received: _____				
3e.2 Complete the <i>“Confined Space and Trenching”</i> training Section of <u>Supervisor’s Notebook</u>.				

Comments:

MID-POINT CHECKLIST FOR LEADERSHIP (first half)
Regular Program

Requirement

Mark When Completed

THERE ARE NO MID-POINT REQUIREMENTS IN LEADERSHIP

REMAINING REQUIREMENTS CHECKLIST FOR LEADERSHIP (second half)
Regular Program

<u>Requirement</u>	<u>Mark When Completed</u>
4.a. Attend <i>Transition to Leadership</i> Class	_____
4.b. Pass the <i>Transition to Leadership</i> Test	_____
4.c. Attend <i>You'll Catch On</i> Training	_____
4.d. Demonstrate On the Job Training (OJT) skill	_____

*Not Required For District Crews

4. Leadership

<p>Requirement: Complete “<i>Transition to Leadership</i>” training The EO must have 1 ½ years of service from when they were promoted from Trainee before attending the <i>Transition to Leadership</i> class. This class must be successfully completed before attending <i>You’ll Catch On</i>, the “on the job” training. <i>You’ll Catch On</i> must be successfully completed before the EO will be allowed to demonstrate their OJT skills (requirement 4d).</p>	<p>Employee Initial</p>	<p>Date</p>	<p>Supervisor Initial</p>	<p>Date</p>
<p>4a.1 Successfully completed “<i>Transition to Leadership</i>” training.</p> <p>Certificate received: _____</p>				
<p>4a.2 Complete the “<i>Transition to Leadership</i>” training Section on Page Ten of <u>Supervisor’s Notebook</u>.</p>				
<p>4b.1 Successfully completed “<i>Transition to Leadership</i>” test.</p>	<p>Employee Initial</p>	<p>Date</p>	<p>Supervisor Initial</p>	<p>Date</p>
<p>Certificate received: _____</p>				
<p>4b.2 Complete the “<i>Transition to Leadership</i>” test Section on Page Ten of <u>Supervisor’s Notebook</u>.</p>				
<p>Comments:</p>				

Requirement : Complete <i>"You'll Catch On"</i> on-the-job training	Employee Initial	Date	Supervisor Initial	Date
4c.1 Successfully completed <i>"You'll Catch On"</i> on-the-job training. Certificate received: _____				
4c.2 Complete the <i>"You'll Catch On"</i> on-the-job training Section of <u>Supervisor's Notebook</u>.				
4d .1 Requirement: Demonstrate On-the-job (OJT) Skill	Employee Initial	Date	Supervisor Initial	Date
4d.1 Demonstrated OJT skill: (See <i>"Guidelines for OJT Demonstrating"</i> worksheet; Must receive an 80% or above) <u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake. 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)				
4d.2 Complete the <i>"Demonstrated OJT skill"</i> Section of <u>Supervisor's Notebook</u>.				

Comments:

MID-POINT CHECKLIST FOR TRAFFIC CONTROL (first half)
Regular Program

<u>Requirement</u>	<u>Mark When Completed</u>
5.a. Pass Written Traffic Control Test	_____
5.b. *Set-up 5 Consecutive Correct Work Zones	_____
5.c. Attend Traffic Control Training	_____

*Not Required For District Crews

REMAINING REQUIREMENTS CHECKLIST FOR TRAFFIC CONTROL
(second half)

Regular Program

Requirement

Mark When Completed

5.b. *Set-up 10 Consecutive Correct Work Zones

*Not Required For District Crews

5. Traffic Control

Requirement: Pass written test on <i>Traffic Control</i> .	Employee Initial	Date	Supervisor Initial	Date
5a.1 Passed written test on <i>Traffic Control</i>. Certificate received: _____				
5a.2 Complete the “Passed written test on Traffic Control” Section on <u>Supervisor’s Notebook</u>.				
Requirement: Completed set-up for <i>10 consecutive correct work zone (mix of 2 lane and multi-lane as appropriate) Not required for District Crews</i>	Employee Initial	Date	Supervisor Initial	Date
5b.1 Completed set up for <i>10 consecutive correct work zone (mix of 2 lane and multi-lane as appropriate) Not required for District Crews.</i> There is no minimum wait period between attempts on the <u>FULL PROGRAM</u> . Criteria: <ol style="list-style-type: none"> 1. All signs used 2. Proper spacing 3. Properly anchored or secured 4. Properly taken down and stored <p>Must complete 100% of requirements. <i>Partial credit will not be given for incomplete work.</i></p> <p>√ 2-lane or 4-lane</p> <p>5b.1.1 First set-up: P F</p> <p>Date: _____</p> <p>2-lane Road: _____ 4-lane _____</p> <p>5b.1.2 Second Set-up: P F</p> <p>Date: _____</p> <p>2-lane Road: _____ 4-lane _____</p> <p>5b.1.3 Third Set-up: P F</p> <p>Date: _____</p> <p>2-lane Road: _____ 4-lane _____</p> <p>5b.1.4 Fourth Set-up: P F</p> <p>Date: _____</p> <p>2-lane Road: _____ 4-lane _____</p> <p>5b.1.5 Fifth Set-up: P F</p>				

Date: _____

2-lane Road: _____ 4-lane _____

5b.1.6 Sixth Set-up: P F

Date: _____

2-lane Road: _____ 4-lane _____

5b.1.7 Seventh Set-up: P F

Date: _____

2-lane Road: _____ 4-lane _____

5b.1.8 Eight Set-up: P F

Date: _____

2-lane Road: _____ 4-lane _____

5b.1.9 Ninth Set-up: P F

Date: _____

2-lane Road: _____ 4-lane _____

5b.1.10 Tenth Set-up: P F

Date: _____

2-lane Road: _____ 4-lane _____

5b.1.11 Eleventh Set-up: P F

Date: _____

2-lane Road: _____ 4-lane _____

5b.1.12 Twelfth Set-up: P F

Date: _____

2-lane Road: _____ 4-lane _____

5b.1.13 thirteenth Set-up: P F

Date: _____

2-lane Road: _____ 4-lane _____

5b.1.14 Fourteenth Set-up: P F

Date: _____

2-lane Road: _____ 4-lane _____

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5b.1.15 Fifteenth Set-up: P F Date: _____ 2-lane Road: _____ 4-lane _____				
5b.2 Complete the “ set up for 10 consecutive correct work zone (mix of 2 lane and multi-lane as appropriate) Not required for District Crews” Section of <u>Supervisor’s Notebook.</u>				

Comments:

Requirement: Successfully complete course similar to <i>NHI course on Traffic Control</i> customized for KDOT.	Employee Initial	Date	Supervisor Initial	Date
5c.1 Successfully completed course similar to <i>NHI course on Traffic Control</i> customized for KDOT. Certificate received: _____				
5c.2 Complete the “Complete course similar to <i>NHI course on Traffic Control</i> customized for KDOT” Section of <u>Supervisor’s Notebook.</u>				

Comments:

MID-POINT CHECKLIST FOR HIGHWAY MAINTENANCE OPTION
(first half)

Regular Program

<u>Requirement</u>	<u>Mark When Completed</u>
6 - 11 Complete a combined 240 hours of Patching, mowing, crack sealing, drop-off repair and erosion control	_____
8 Minimum of 10 sign and post installations	_____
12.a. Demonstrate load/lash on 4wd loader	_____
12.b. Minimum of 20 Hauls and Tows with at least 10 of each	_____
13.a. Pass "Highway Maintenance Policy & Procedures" test	_____

**REMAINING REQUIREMENTS CHECKLIST FOR HIGHWAY MAINTENANCE
OPTION (second half)**

Regular Program

<u>Requirement</u>	<u>Mark When Completed</u>
6.a,b,c. Perform 80 hours of asphalt, concrete, & spot overlay patching	_____
6.a.1. Lead worker on asphalt patching crew	_____
6.b.1. Lead worker on concrete patching crew	_____
6.c.1. Lead worker on asphalt spot overlay patching crew	_____
7.a. Perform 160 hours of Right of Way mowing	_____
8.a. Remaining 10 sign and post installations (total of 20)	_____
9.a. Perform 80 hours of crack sealing	_____
9.b. Lead worker on crack sealing crew	_____
10.a. Perform 80 hours of drop-off repair	_____
10.b. Lead worker on drop-off repair crew	_____
11.a. Perform 80 hours of erosion control, drainage, & ditch work	_____
11.b. Demonstrate loading into dump truck with loader	_____
11.c. Demonstrate dumping material from truck on uneven surface	_____
11.d. Lead worker on drainage or ditch cleaning crew	_____
12.b. Remaining one-way hauls or tows (total of 40 with 10 of each)	_____

6a.1.14 Date _____ Hours _____ Running Total _____				
6a.1.15 Date _____ Hours _____ Running Total _____				
6a.1.16 Date _____ Hours _____ Running Total _____				
6a.1.17 Date _____ Hours _____ Running Total _____				
6a.1.18 Date _____ Hours _____ Running Total _____				
6a.1.19 Date _____ Hours _____ Running Total _____				
6a.1.20 Date _____ Hours _____ Running Total _____				
6a.1.21 Date _____ Hours _____ Running Total _____				
6a.1.22 Date _____ Hours _____ Running Total _____				
6a.1.23 Date _____ Hours _____ Running Total _____				
6a.1.24 Date _____ Hours _____ Running Total _____				
6a.1.25 Date _____ Hours _____ Running Total _____				
6a.1.26 Date _____ Hours _____ Running Total _____				
6a.1.27 Date _____ Hours _____ Running Total _____				
6a.1.28 Date _____ Hours _____ Running Total _____				
6a.1.29 Date _____ Hours _____ Running Total _____				
6a.1.30 Date _____ Hours _____ Running Total _____				
6a.1.31 Date _____ Hours _____ Running Total _____				
6a.1.32 Date _____ Hours _____ Running Total _____				
6a.1.33 Date _____ Hours _____ Running Total _____				
6a.1.34 Date _____ Hours _____ Running Total _____				
6a.1.35 Date _____ Hours _____ Running Total _____				
6a.1.36 Date _____ Hours _____ Running Total _____				
6a.1.37 Date _____ Hours _____ Running Total _____				
6a.1.38 Date _____ Hours _____ Running Total _____				
6a.1.39 Date _____ Hours _____ Running Total _____				
6a.1.40 Date _____ Hours _____ Running Total _____				
6a.1.41 Date _____ Hours _____ Running Total _____				
6a.1.42 Date _____ Hours _____ Running Total _____				
6a.1.43 Date _____ Hours _____ Running Total _____				

6b.1.17 Date _____ Hours _____ Running Total _____				
6b.1.18 Date _____ Hours _____ Running Total _____				
6b.1.19 Date _____ Hours _____ Running Total _____				
6b.1.20 Date _____ Hours _____ Running Total _____				
6b.1.21 Date _____ Hours _____ Running Total _____				
6b.1.22 Date _____ Hours _____ Running Total _____				
6b.1.23 Date _____ Hours _____ Running Total _____				
6b.1.24 Date _____ Hours _____ Running Total _____				
6b.1.25 Date _____ Hours _____ Running Total _____				
6b.1.26 Date _____ Hours _____ Running Total _____				
6b.1.27 Date _____ Hours _____ Running Total _____				
6b.1.28 Date _____ Hours _____ Running Total _____				
6b.1.29 Date _____ Hours _____ Running Total _____				
6b.1.30 Date _____ Hours _____ Running Total _____				
6b.1.31 Date _____ Hours _____ Running Total _____				
6b.1.32 Date _____ Hours _____ Running Total _____				
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6b.1.37 Date _____ Hours _____ Running Total _____				
6b.1.38 Date _____ Hours _____ Running Total _____				
6b.1.39 Date _____ Hours _____ Running Total _____				
6b.1.40 Date _____ Hours _____ Running Total _____				
6b.1.41 Date _____ Hours _____ Running Total _____				
6b.1.42 Date _____ Hours _____ Running Total _____				
6b.1.43 Date _____ Hours _____ Running Total _____				
6b.1.44 Date _____ Hours _____ Running Total _____				
6b.2 Complete the “Performed a minimum of 80 Hours of a mix of listed activities. Completed the prescribed requirements with a mix of concrete and asphalt as appropriate” Section of <u>Supervisor’s Notebook</u>.				

6c. ASPHALT SPOT OVERLAY
on travelway, sideroads, and entrances

Performed a minimum of 80 Hours of a mix of listed activities. (Mix of 6a, 6b, and 6c).

Must successfully perform each of the following activities at least once throughout the 80 hrs.
Supervisor/Specialist should initial each activity as they are achieved:

1. Identify and mark-out area
2. Determine material quantity
3. Remove distortions
4. Remove loose debris
5. Shoot/spray tack
6. Place material
7. Compact material
8. Place temporary markings

Partial credit will not be given for unacceptable work. No hours will be credited for unacceptable work.

6c.1.1 Date _____ Hours _____ Total _____

6c.1.2 Date _____ Hours _____ Running Total _____

6c.1.3 Date _____ Hours _____ Running Total _____

6c.1.4 Date _____ Hours _____ Running Total _____

6c.1.5 Date _____ Hours _____ Running Total _____

6c.1.6 Date _____ Hours _____ Running Total _____

6c.1.7 Date _____ Hours _____ Running Total _____

6c.1.8 Date _____ Hours _____ Running Total _____

6c.1.9 Date _____ Hours _____ Running Total _____

6c.1.10 Date _____ Hours _____ Running Total _____

6c.1.11 Date _____ Hours _____ Running Total _____

6c.1.12 Date _____ Hours _____ Running Total _____

6c.1.13 Date _____ Hours _____ Running Total _____

6c.1.14 Date _____ Hours _____ Running Total _____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6c.1.15 Date _____ Hours _____ Running Total _____				
6c.1.16 Date _____ Hours _____ Running Total _____				
6c.1.17 Date _____ Hours _____ Running Total _____				
6c.1.18 Date _____ Hours _____ Running Total _____				
6c.1.19 Date _____ Hours _____ Running Total _____				
6c.1.20 Date _____ Hours _____ Running Total _____				
6c.1.21 Date _____ Hours _____ Running Total _____				
6c.1.22 Date _____ Hours _____ Running Total _____				
6c.1.23 Date _____ Hours _____ Running Total _____				
6c.1.24 Date _____ Hours _____ Running Total _____				
6c.1.25 Date _____ Hours _____ Running Total _____				
6c.1.26 Date _____ Hours _____ Running Total _____				
6c.1.27 Date _____ Hours _____ Running Total _____				
6c.1.28 Date _____ Hours _____ Running Total _____				
6c.1.29 Date _____ Hours _____ Running Total _____				
6c.1.30 Date _____ Hours _____ Running Total _____				
6c.1.31 Date _____ Hours _____ Running Total _____				
6c.1.32 Date _____ Hours _____ Running Total _____				
6c.1.33 Date _____ Hours _____ Running Total _____				
6c.1.34 Date _____ Hours _____ Running Total _____				
6c.1.35 Date _____ Hours _____ Running Total _____				
6c.1.36 Date _____ Hours _____ Running Total _____				
6c.1.37 Date _____ Hours _____ Running Total _____				
6c.1.38 Date _____ Hours _____ Running Total _____				
6c.1.39 Date _____ Hours _____ Running Total _____				
6c.1.40 Date _____ Hours _____ Running Total _____				
6c.1.41 Date _____ Hours _____ Running Total _____				
6c.1.42 Date _____ Hours _____ Running Total _____				
6c.1.43 Date _____ Hours _____ Running Total _____				

Comments:

Requirement: Serve as a Lead Worker on Concrete Patching for a day's operation	Employee Initial	Date	Supervisor Initial	Date
<p>6b.1 Served as a Lead Worker on Concrete Patching for a day's operation (SEE LEAD WORKER CHECKLIST) <u>MUST COMPLETE ALL ACTIVITIES 6b 1-5 BEFORE TESTING AS LEAD WORKER.</u></p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>6b.2 Complete the "Served as a Lead Worker on Concrete Patching for a day's operation" Section of Supervisor's Notebook.</p>				

Comments:

Requirement: Serve as a Lead Worker on Concrete Patching for a day's operation	Employee Initial	Date	Supervisor Initial	Date
<p>6c.1 Served as a Lead Worker on Asphalt Spot Overlay for a day's operation (SEE LEAD WORKER CHECKLIST) <u>MUST COMPLETE ALL ACTIVITIES 6c 1-8 BEFORE TESTING AS LEAD WORKER.</u></p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>6c.2 Complete the "Served as a Lead Worker on Asphalt Spot Overlay for a day's operation" Section of Supervisor's Notebook.</p>				

Comments:

7. Right of Way Mowing

Requirement: Perform a minimum of 160 "Clock" hours of Right of Way Mowing. Credit only given if done without equipment or property damage and if done to standards. Hours include tractor and mower maintenance performed by operator.	Employee Initial	Date	Supervisor Initial	Date
<p>7a. Performed a minimum of 160 "Clock" hours of Right of Way Mowing. Credit only given if done without equipment or property damage and if done to standards. Hours include tractor and mower maintenance performed by operator.</p> <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p>7a.1.1 Date _____ Hours _____ Running Total _____</p> <p>7a.1.2 Date _____ Hours _____ Running Total _____</p> <p>7a.1.3 Date _____ Hours _____ Running Total _____</p> <p>7a.1.4 Date _____ Hours _____ Running Total _____</p> <p>7a.1.5 Date _____ Hours _____ Running Total _____</p> <p>7a.1.6 Date _____ Hours _____ Running Total _____</p> <p>7a.1.7 Date _____ Hours _____ Running Total _____</p> <p>7a.1.8 Date _____ Hours _____ Running Total _____</p> <p>7a.1.9 Date _____ Hours _____ Running Total _____</p> <p>7a.1.10 Date _____ Hours _____ Running Total _____</p> <p>7a.1.11 Date _____ Hours _____ Running Total _____</p> <p>7a.1.12 Date _____ Hours _____ Running Total _____</p> <p>7a.1.13 Date _____ Hours _____ Running Total _____</p> <p>7a.1.14 Date _____ Hours _____ Running Total _____</p> <p>7a.1.15 Date _____ Hours _____ Running Total _____</p> <p>7a.1.16 Date _____ Hours _____ Running Total _____</p> <p>7a.1.17 Date _____ Hours _____ Running Total _____</p> <p>7a.1.18 Date _____ Hours _____ Running Total _____</p> <p>7a.1.19 Date _____ Hours _____ Running Total _____</p> <p>7a.1.20 Date _____ Hours _____ Running Total _____</p> <p>7a.1.21 Date _____ Hours _____ Running Total _____</p> <p>7a.1.22 Date _____ Hours _____ Running Total _____</p>				

7a.1.23 Date _____ Hours _____ Running Total _____				
7a.1.24 Date _____ Hours _____ Running Total _____				
7a.1.25 Date _____ Hours _____ Running Total _____				
7a.1.26 Date _____ Hours _____ Running Total _____				
7a.1.27 Date _____ Hours _____ Running Total _____				
7a.1.28 Date _____ Hours _____ Running Total _____				
7a.1.29 Date _____ Hours _____ Running Total _____				
7a.1.30 Date _____ Hours _____ Running Total _____				
7a.1.31 Date _____ Hours _____ Running Total _____				
7a.1.32 Date _____ Hours _____ Running Total _____				
7a.1.33 Date _____ Hours _____ Running Total _____				
7a.1.34 Date _____ Hours _____ Running Total _____				
7a.1.35 Date _____ Hours _____ Running Total _____				
7a.1.36 Date _____ Hours _____ Running Total _____				
7a.1.37 Date _____ Hours _____ Running Total _____				
7a.1.38 Date _____ Hours _____ Running Total _____				
7a.1.39 Date _____ Hours _____ Running Total _____				
7a.2 Complete the “Performed a minimum of 160 “Clock” hours of Right of Way Mowing. Credit only given if done without equipment or property damage and if done to standards. Hours include tractor and mower maintenance performed by operator” Section of Supervisor’s Notebook.				

Comments:

8. Roadside Signing

Requirement: Complete a minimum of 20 sign and post installations. Delineators or temporary do not count. Must be done to MQA Standards (height, plumb, etc.)	Employee Initial	Date	Supervisor Initial	Date
<p>8a. Completed a minimum of 20 sign and post installations. Delineators or temporary do not count. Must be done to MQA Standards (height, plumb, etc.)</p> <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p>8a.1.1 1st set-up: P F 8.1.2 2nd Set-up: P F Date: _____ Date: _____</p> <p>8a.1.3 3rd Set-up: P F 8.1.4 4th Set-up: P F Date: _____ Date: _____</p> <p>8a.1.5 5th Set-up: P F 8.1.6 6th Set-up: P F Date: _____ Date: _____</p> <p>8a.1.7 7th Set-up: P F 8.1.8 8th Set-up: P F Date: _____ Date: _____</p> <p>8a.1.9 9th Set-up: P F 8.1.10 10th Set-up: P F Date: _____ Date: _____</p> <p>8a.1.11 11th Set-up: P F 8.1.12 12th Set-up: P F Date: _____ Date: _____</p> <p>8a.1.13 13th Set-up: P F 8.1.14 14th Set-up: P F Date: _____ Date: _____</p> <p>8a.1.15 15th Set-up: P F 8.1.16 16th Set-up: P F Date: _____ Date: _____</p> <p>8a.1.17 17th Set-up: P F 8.1.18 18th Set-up: P F Date: _____ Date: _____</p> <p>8a.1.19 19th Set-up: P F 8.1.20 20th Set-up: P F Date: _____ Date: _____</p> <p>8a.1.21 21st Set-up: P F 8.1.22 22nd Set-up: P F Date: _____ Date: _____</p> <p>8a.1.23 23rd Set-up: P F 8.1.24 24th Set-up: P F</p>				

<p>Date: _____ Date: _____</p> <p>8a.1.25 25th Set-up: P F 8.1.26 26th Set-up: P F</p> <p>Date: _____ Date: _____</p> <p>8a.1.27 27th Set-up: P F 8.1.28 28th Set-up: P F</p> <p>Date: _____ Date: _____</p> <p>8a.1.29 29th Set-up: P F 8.1.30 30th Set-up: P F</p> <p>Date: _____ Date: _____</p> <p>8a.1.21 21st Set-up: P F 8.1.22 22nd Set-up: P F</p> <p>Date: _____ Date: _____</p> <p>8a.1.23 23rd Set-up: P F 8.1.24 24th Set-up: P F</p> <p>Date: _____ Date: _____</p> <p>8a.1.25 25th Set-up: P F 8.1.26 26th Set-up: P F</p> <p>Date: _____ Date: _____</p> <p>8a.1.27 27th Set-up: P F 8.1.28 28th Set-up: P F</p> <p>Date: _____ Date: _____</p> <p>8a.1.29 29th Set-up: P F 8.1.30 30th Set-up: P F</p> <p>Date: _____ Date: _____</p>				
<p>8a.2 Complete the “Completed a minimum of 20 sign and post installations. Delineators or temporary do not count. Must be done to MQA Standards (height, plumb, etc.)” Section of <u>Supervisor’s Notebook</u>.</p>				

Comments:

9. Crack Sealing

Requirement: Perform a minimum of 80 hours of the prescribed tasks.	Employee Initial	Date	Supervisor Initial	Date
<p>9a. Performed a minimum of 80 hours of the prescribed tasks. (9a is a prerequisite for 9b.)</p> <p>Must successfully perform each of the following activities at least once throughout the 80 hrs. <u>Supervisor/Specialist should initial each activity as they are achieved:</u></p> <ol style="list-style-type: none"> 1. Start-up, Operated, Shut-down, Clean-up of Crack Seal Machine 2. Operate Wand 3. Operate squeegee (if appropriate) 4. Operate and Maintain Crack Router or Saw 5. Operate and Maintain Hot Air Lance with Air Compressor <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p>9a.1.1 Date _____ Hours _____ Running Total _____</p> <p>9a.1.2 Date _____ Hours _____ Running Total _____</p> <p>9a.1.3 Date _____ Hours _____ Running Total _____</p> <p>9a.1.4 Date _____ Hours _____ Running Total _____</p> <p>9a.1.5 Date _____ Hours _____ Running Total _____</p> <p>9a.1.6 Date _____ Hours _____ Running Total _____</p> <p>9a.1.7 Date _____ Hours _____ Running Total _____</p> <p>9a.1.8 Date _____ Hours _____ Running Total _____</p> <p>9a.1.9 Date _____ Hours _____ Running Total _____</p> <p>9a.1.10 Date _____ Hours _____ Running Total _____</p> <p>9a.1.11 Date _____ Hours _____ Running Total _____</p> <p>9a.1.12 Date _____ Hours _____ Running Total _____</p> <p>9a.1.13 Date _____ Hours _____ Running Total _____</p> <p>9a.1.14 Date _____ Hours _____ Running Total _____</p> <p>9a.1.15 Date _____ Hours _____ Running Total _____</p>				

9a.1.16 Date _____ Hours _____ Running Total _____				
9a.1.17 Date _____ Hours _____ Running Total _____				
9a.1.18 Date _____ Hours _____ Running Total _____				
9a.1.19 Date _____ Hours _____ Running Total _____				
9a.1.20 Date _____ Hours _____ Running Total _____				
9a.2 Complete the “Performed a minimum of 80 hours of the prescribed tasks” Section of <u>Supervisor’s Notebook</u> .				

Comments:

Requirement: Serve as lead worker for a day’s operation.	Employee Initial	Date	Supervisor Initial	Date
<p>9b.1 Served as lead worker for a day’s operation. <u>MUST COMPLETE ALL ACTIVITIES 9a 1-5 BEFORE TESTING AS LEAD WORKER.</u></p> <p>a. <u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p>				
9b.2 Complete the “Served as lead worker for a day’s operation” Section of <u>Supervisor’s Notebook</u> .				

Comments:

10 Drop-Off Repair (Edge ruts and Shoulder Work)

Requirement: Perform a minimum of 80 hours repairing edge ruts or blading shoulders using a motor grader or a tractor and a box blade.	Employee Initial	Date	Supervisor Initial	Date
<p>10a. Performed a minimum of 80 hours of repairing edge ruts or blading shoulders using a motor grader or a tractor and a box blade. (10a is a prerequisite for 10b.)</p> <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p>10a.1.1 Date _____ Hours _____ Running Total _____</p> <p>10a.1.2 Date _____ Hours _____ Running Total _____</p> <p>10a.1.3 Date _____ Hours _____ Running Total _____</p> <p>10a.1.4 Date _____ Hours _____ Running Total _____</p> <p>10a.1.5 Date _____ Hours _____ Running Total _____</p> <p>10a.1.6 Date _____ Hours _____ Running Total _____</p> <p>10a.1.7 Date _____ Hours _____ Running Total _____</p> <p>10a.1.8 Date _____ Hours _____ Running Total _____</p> <p>10a.1.9 Date _____ Hours _____ Running Total _____</p> <p>10a.1.10 Date _____ Hours _____ Running Total _____</p> <p>10a.1.11 Date _____ Hours _____ Running Total _____</p> <p>10a.1.12 Date _____ Hours _____ Running Total _____</p> <p>10a.1.13 Date _____ Hours _____ Running Total _____</p> <p>10a.1.14 Date _____ Hours _____ Running Total _____</p> <p>10a.1.15 Date _____ Hours _____ Running Total _____</p> <p>10a.1.16 Date _____ Hours _____ Running Total _____</p> <p>10a.1.17 Date _____ Hours _____ Running Total _____</p> <p>10a.1.18 Date _____ Hours _____ Running Total _____</p> <p>10a.1.19 Date _____ Hours _____ Running Total _____</p> <p>10a.1.20 Date _____ Hours _____ Running Total _____</p> <p>10a.1.21 Date _____ Hours _____ Running Total _____</p> <p>10a.1.22 Date _____ Hours _____ Running Total _____</p> <p>10a.1.23 Date _____ Hours _____ Running Total _____</p> <p>10a.1.24 Date _____ Hours _____ Running Total _____</p>				

10a.1.25 Date _____ Hours _____ Running Total _____				
10a.1.26 Date _____ Hours _____ Running Total _____				
10a.1.27 Date _____ Hours _____ Running Total _____				
10a.1.28 Date _____ Hours _____ Running Total _____				
10a.1.29 Date _____ Hours _____ Running Total _____				
10a.1.30 Date _____ Hours _____ Running Total _____				
10a.2 Complete the “Performed a minimum of 80 hours of repairing edge ruts or blading shoulders using a motor grader or a tractor and a boxes blade” Section of <u>Supervisor’s Notebook.</u>				

Comments:

Requirement: Serve as the Lead Worker on a Shouldering crew for a day's operation.	Employee Initial	Date	Supervisor Initial	Date
<p>10b.1 Served as a Lead Worker on a Shouldering Crew for a day's operation. (SEE LEAD WORKER CHECKLIST) <u>MUST COMPLETE 80 HOURS OF SHOULDERING WORK BEFORE SERVING AS A LEAD WORKER.</u></p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>10b.2 Complete the "Serve as Lead Worker on Shouldering Crew for a day's operation." Section of <u>Supervisor's Notebook.</u></p>				

Comments:

11. Erosion Control, Drainage and Ditch Work

Requirement: Perform a minimum of 80 hours operation of a loader, motor grader, or backhoe to repair an erosion or drainage problem leaving the area in a neat and drainable condition.	Employee Initial	Date	Supervisor Initial	Date
<p>11a. Performed a minimum of 80 hours operation of a loader, motor grader, or backhoe to repair an erosion or drainage problem leaving the area in a neat and drainable condition. (11a , 11b, and 11c. are prerequisite for 11d)</p> <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p>11a.1.1 Date _____ Hours _____ Running Total _____</p> <p>11a.1.2 Date _____ Hours _____ Running Total _____</p> <p>11a.1.3 Date _____ Hours _____ Running Total _____</p> <p>11a.1.4 Date _____ Hours _____ Running Total _____</p> <p>11a.1.5 Date _____ Hours _____ Running Total _____</p> <p>11a.1.6 Date _____ Hours _____ Running Total _____</p> <p>11a.1.7 Date _____ Hours _____ Running Total _____</p> <p>11a.1.8 Date _____ Hours _____ Running Total _____</p> <p>11a.1.9 Date _____ Hours _____ Running Total _____</p> <p>11a.1.10 Date _____ Hours _____ Running Total _____</p> <p>11a.1.11 Date _____ Hours _____ Running Total _____</p> <p>11a.1.12 Date _____ Hours _____ Running Total _____</p> <p>11a.1.13 Date _____ Hours _____ Running Total _____</p> <p>11a.1.14 Date _____ Hours _____ Running Total _____</p> <p>11a.1.15 Date _____ Hours _____ Running Total _____</p> <p>11a.1.16 Date _____ Hours _____ Running Total _____</p> <p>11a.1.17 Date _____ Hours _____ Running Total _____</p> <p>11a.1.18 Date _____ Hours _____ Running Total _____</p> <p>11a.1.19 Date _____ Hours _____ Running Total _____</p> <p>11a.1.20 Date _____ Hours _____ Running Total _____</p> <p>11a.1.21 Date _____ Hours _____ Running Total _____</p> <p>11a.1.22 Date _____ Hours _____ Running Total _____</p> <p>11a.1.23 Date _____ Hours _____ Running Total _____</p>				

11a.1.24 Date _____ Hours _____ Running Total _____				
11a.1.25 Date _____ Hours _____ Running Total _____				
11a.1.26 Date _____ Hours _____ Running Total _____				
11a.1.27 Date _____ Hours _____ Running Total _____				
11a.1.28 Date _____ Hours _____ Running Total _____				
11a.1.29 Date _____ Hours _____ Running Total _____				
11a.1.30 Date _____ Hours _____ Running Total _____				
11a.2 Complete the “Performed a minimum of 80 hours operation of a loader, motor grader, or backhoe to repair an erosion or drainage problem leaving the area in a neat and drainable condition” Section of <u>Supervisor’s Notebook</u> .				

Comments:

Requirement: Demonstrate to the HM Supervisor of EO Specialist the proper method of loading material into dump trucks using leader.	Employee Initial	Date	Supervisor Initial
<p>11b.1 Demonstrated to the HM Supervisor or EO Specialist the proper method of loading material into dump trucks using loader.</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>			
<p>11b.2 Complete the “Demonstrated to the HM Supervisor of EO Specialist the proper method of loading material into dump trucks using leader” Section of <u>Supervisor’s Notebook</u>.</p>			

Comments:

Requirement: Demonstrate the ability to properly dump material from truck to uneven surface	Employee Initial	Date	Supervisor Initial	Date
<p>11c.1 Demonstrated ability to properly dump material from truck to uneven surface.</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>11c.2 Complete the “Demonstrated ability to properly dump material from truck to uneven surface” Section of <u>Supervisor’s Notebook.</u></p>				

Comments:

Requirement: Serve as lead worker on Drainage or Ditch Crew for a day's operation.	Employee Initial	Date	Supervisor Initial	Date
<p>11d.1 Served as lead worker on Drainage or Ditch Crew for a day's operation.</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>11d.2 Complete the "Served as lead worker on Drainage or Ditch Crew for a day's operation" Section of <u>Supervisor's Notebook.</u></p>				

Comments:

12 Equipment Hauling and Towing

Requirement: Demonstrate correct load/lash on four-wheel loader to supervisor/EO specialist satisfaction.	Employee Initial	Date	Supervisor Initial	Date
<p>12a.1 Demonstrated correct load/lash on four-wheel loader to supervisor/EO specialist satisfaction.</p> <p>Attempts If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>12a.2 Complete the “Demonstrate correct load/lash on four-wheel loader to supervisor/EO specialist satisfaction.” Section of Supervisor’s Notebook.</p>				

Comments:

Requirement: Perform a minimum of 40 one way Hauls or Tows.	Employee Initial	Date	Supervisor Initial	Date
12b Performed a minimum of 40 one way Hauls or Tows. Minimum of 10 towing self-contained equipment and 10 Load/Lashing equipment on separate trailer.				
12b.1 Load, Lash and Haul material or equipment on a trailer a minimum of 10 times	_____	_____	_____	_____
12b.2 Tow equipment, trailers, etc a minimum of 10 times	_____	_____	_____	_____
Circle Haul to indicate a completed haul.				
Circle Tow to indicate a completed tow.				
<i>Partial credit will not be given for incomplete work</i>				
12b.1.1 Haul Date _____ 12b.1.2 Haul Date _____				
12b.1.3 Haul Date _____ 12b.1.4 Haul Date _____				
12b.1.5 Haul Date _____ 12b.1.6 Haul Date _____				
12b.1.7 Haul Date _____ 12b.1.8 Haul Date _____				
12b.1.9 Haul Date _____ 12b.1.10 Haul Date _____				
12b.1.11 Haul Date _____ 12b.1.12 Haul Date _____				
12b.1.13 Haul Date _____ 12b.1.14 Haul Date _____				
12b.1.15 Haul Date _____ 12b.1.16 Haul Date _____				
12b.1.17 Haul Date _____ 12b.1.18 Haul Date _____				
12b.1.19 Haul Date _____ 12b.1.20 Haul Date _____				
12b.1.21 Haul Date _____ 12b.1.22 Haul Date _____				
12b.1.23 Haul Date _____ 12b.1.24 Haul Date _____				
12b.1.25 Haul Date _____ 12b.1.26 Haul Date _____				
12b.1.27 Haul Date _____ 12b.1.28 Haul Date _____				
12b.1.29 Haul Date _____ 12b.1.30 Haul Date _____				
12b.1.31 Haul Date _____ 12b.1.32 Haul Date _____				
12b.1.33 Haul Date _____ 12b.1.34 Haul Date _____				
12b.1.35 Haul Date _____ 12b.1.36 Haul Date _____				
12b.1.37 Haul Date _____ 12b.1.38 Haul Date _____				
12b.1.39 Haul Date _____ 12b.1.40 Haul Date _____				
12b.2 Complete the "Performed a minimum of 40 one way Hauls or Tows" Section of <u>Supervisor's Notebook</u> .				

Comments:

13. Highway Maintenance Policy and Procedures

Requirement: Pass written test on "Highway Maintenance Policy and Procedure." (CLOSED BOOK)	Employee Initial	Date	Supervisor Initial	Date
<p>13a.1 Passed written test on "Highway Maintenance Policy and Procedure." (CLOSED BOOK)</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>13a.2 Complete the "Passed written test on "Highway Maintenance Policy and Procedure." Section of Supervisor's Notebook.</p>				

Comments:

MID-POINT CHECKLIST FOR HIGHWAY PAINT STRIPING OPTION (first half)
Regular Program

<u>Requirement</u>	<u>Mark When Completed</u>
15.a. Demonstrate paint and bead calibration	_____
15.b. Demonstrate checking wet film thickness of paint	_____
15.d. Measure Retro-reflectivity (calibrate, measure, document)	_____
15.f. Pass "Highway Maintenance Policy & Procedures" test	_____
15g. Perform PM on Striper	_____
15.i. Perform safety training on striper	_____

**REMAINING REQUIREMENTS CHECKLIST FOR HIGHWAY PAINT STRIPING
OPTION (second half)**

Regular Program

<u>Requirement</u>	<u>Mark When Completed</u>
15.c. Order Paint	_____
15.e. Demonstrate proficiency performing all 3 Striper operations	_____
15.h.1. Perform tear down on paint and glass bead guns	_____
15.h.2.. Perform tear down on high and low pressure pumps	_____
15.j. Lead worker on setting /checking No Pass zones	_____
15.k. Fill out Weekly Striping Report for the week	_____

15. Highway Paint Stripping Option

Requirement: Demonstrate ability to calibrate paint and beads	Employee Initial	Date	Supervisor Initial	Date
<p>15a.1 Demonstrated ability to calibrate paint and beads</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>15a.2 Complete the “Demonstrate ability to calibrate paint and beads” Section of <u>Supervisor’s Notebook</u>.</p>				

Comments:

Requirement: Demonstrate ability to check Paint Wet Film Thickness	Employee Initial	Date	Supervisor Initial	Date
<p>15b.1 Demonstrated ability to check Paint Wet Film Thickness</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>15b.2 Complete the “Demonstrate ability to check Paint Wet Film Thickness” Section of <u>Supervisor’s Notebook</u>.</p>				

Comments:

Requirement: Measure Retro-reflectivity on assigned routes checking calibration and calibrating if needed; measure retro-reflectivity and document measurements.	Employee Initial	Date	Supervisor Initial	Date
<p>15d.1 Measured Retro-reflectivity on assigned routes checking calibration and calibrating if needed; measure retro-reflectivity and document measurements.</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>15d.2 Complete the “Measure Retro-reflectivity on assigned routes.” Section of <u>Supervisor’s Notebook</u>.</p>				

Comments:

Requirement: Successfully demonstrate proficiency performing 3 of the 3 operations of a striping crew.	Employee Initial	Date	Supervisor Initial	Date
<p>15e.1 Successfully demonstrated proficiency performing 3 of the 3 operations of a striping crew:</p> <ol style="list-style-type: none"> 1. Driving the striper during striping operation 2. Edger Line Striper Operation 3. Center Line Striper Operation <p>Note: All tasks listed above are to be accomplished under normal work conditions, so as not to interfere with day-to- day work crew operations.</p>				
<p>15e.1.1 <u>Driving Striper</u></p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <ol style="list-style-type: none"> 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below) 				
<p>15e.1.2 <u>Edge Line Striper</u></p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <ol style="list-style-type: none"> 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below) 				
<p>15e.1.3 <u>Center Line Striper</u></p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <ol style="list-style-type: none"> 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below) 				
<p>15e.2 Complete the “Successfully demonstrate proficiency performing 3 of the 3 operations of a striping crew.” Section of Supervisor’s Notebook.</p>				

Comments:

Requirement: Pass a written test demonstrating a working knowledge of all 3 of the following operations.	Employee Initial	Date	Supervisor Initial	Date
15f.1 Passed a written test on Highway Maintenance Policies and Procedures (closed book).				
15f.2 Complete the "Pass a test on Highway Maintenance Policies and Procedures" Section of <u>Supervisor's Notebook</u>.				

Comments:

Requirement: Perform preventive maintenance (PM) on Striper; know How and When	Employee Initial	Date	Supervisor Initial	Date
<p>15g.1 Performed preventive maintenance (PM) on Striper; know How and When</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>15g.2 Complete the “Perform PM on the Striper” Section of <u>Supervisor’s Notebook</u>.</p>				

Comments:

Requirement: Perform general safety training on a Stripper including dangers of hydraulic pressures, pinch points, etc.	Employee Initial	Date	Supervisor Initial	Date
<p>15i.1 Performed general safety training on a Stripper including dangers of hydraulic pressures, pinch points, etc.</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>15i.2 Complete the “Perform general safety training on a Stripper including dangers of hydraulic pressures, pinch points, etc.” Section of Supervisor’s Notebook.</p>				

Comments:

Requirement: Perform as a lead worker on setting/checking no pass zones (tow ropes).	Employee Initial	Date	Supervisor Initial	Date
<p>15j.1 Performed as a lead worker on setting/checking now pass zones (tow ropes).</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>15j.2 Complete the “Perform as a lead worker on setting/checking now pass zones (tow ropes).” Section of <u>Supervisor’s Notebook</u>.</p>				

Comments:

MID-POINT CHECKLIST FOR BRIDGE MAINTENANCE OPTION (first half)
Regular Program

<u>Requirement</u>	<u>Mark When Completed</u>
16.d.1. Demonstrate operation of air compressor and pavement breaker	_____
16.e.1. Demonstrate operation and maintenance of concrete saw	_____
16.f.1. Demonstrate operation of scissor lift truck	_____
16.g.1. Demonstrate operation of stick welder and cutting torch	_____
16.h.1. Demonstrate operation of gunnite machine, sand blaster, derrick truck and knuckle boom crane	_____
16.i. Pass written test on Maintenance Policy and Procedures	_____

**REMAINING REQUIREMENTS CHECKLIST FOR BRIDGE MAINTENANCE
OPTION (second half)**

Regular Program

<u>Requirement</u>	<u>Mark When Completed</u>
16.a.1. Perform 80 hours of partial depth bridge deck repair	_____
16.a.1.2. Lead worker on partial depth bridge deck repair crew	_____
16.b.1. Perform 80 hours of full depth bridge deck repair	_____
16.b.1.2. Lead worker on full depth bridge deck repair crew	_____
16.c.1. Perform 80 hours of placing handrail, hub guard, box, wing wall, etc.	_____
16.c.1.2. Lead worker on handrail, hub guard, box, wing wall, etc. crew	_____
16.d.2. Perform On the Job Training (OJT) on PM on air compressor	_____
16.e.2. Perform On the Job Training (OJT) on PM on concrete saw	_____

16 Bridge Maintenance Option

16 a. Partial Depth Bridge Repair

Requirement: Perform a minimum of 80 hours of partial depth bridge repair work.	Employee Initial	Date	Supervisor Initial	Date
<p>16a.1 Performed a minimum of 80 hours of partial depth bridge repair work (16a.1 is a prerequisite for Lead Worker)</p> <p>Must successfully perform each of the following activities at least once throughout the 80 hrs. <u>Supervisor/Specialist should initial each activity as they are achieved:</u></p> <p>Work must include the following:</p> <ol style="list-style-type: none"> 1) Chain and mark out section 2) Saw the limits 3) Chip out, remove, and clean 4) Inspect and install rebar if needed 5) Place concrete- finish and cure <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p>16a.1.1 Date _____ Hours _____ Running Total _____</p> <p>16a.1.2 Date _____ Hours _____ Running Total _____</p> <p>16a.1.3 Date _____ Hours _____ Running Total _____</p> <p>16a.1.4 Date _____ Hours _____ Running Total _____</p> <p>16a.1.5 Date _____ Hours _____ Running Total _____</p> <p>16a.1.6 Date _____ Hours _____ Running Total _____</p> <p>16a.1.7 Date _____ Hours _____ Running Total _____</p> <p>16a.1.8 Date _____ Hours _____ Running Total _____</p> <p>16a.1.9 Date _____ Hours _____ Running Total _____</p> <p>16a.1.10 Date _____ Hours _____ Running Total _____</p> <p>16a.1.11 Date _____ Hours _____ Running Total _____</p> <p>16a.1.12 Date _____ Hours _____ Running Total _____</p> <p>16a.1.13 Date _____ Hours _____ Running Total _____</p> <p>16a.1.14 Date _____ Hours _____ Running Total _____</p>				

16a.1.15 Date _____ Hours _____ Running Total _____				
16a.1.16 Date _____ Hours _____ Running Total _____				
16a.1.17 Date _____ Hours _____ Running Total _____				
16a.1.18 Date _____ Hours _____ Running Total _____				
16a.1.19 Date _____ Hours _____ Running Total _____				
16a.1.20 Date _____ Hours _____ Running Total _____				
16a.1.21 Date _____ Hours _____ Running Total _____				
16a.1.22 Date _____ Hours _____ Running Total _____				
16a.1.23 Date _____ Hours _____ Running Total _____				
16a.1.24 Date _____ Hours _____ Running Total _____				
16a.1.25 Date _____ Hours _____ Running Total _____				
16a.1.26 Date _____ Hours _____ Running Total _____				
16a.1.27 Date _____ Hours _____ Running Total _____				
16a.1.28 Date _____ Hours _____ Running Total _____				
16a.1.29 Date _____ Hours _____ Running Total _____				
16a.1.30 Date _____ Hours _____ Running Total _____				
16a.2 Complete the “Perform a minimum of 80 hours of partial depth bridge repair work.” Section of <u>Supervisor’s Notebook.</u>				

Comments:

Requirement: Serve as lead worker performing partial depth bridge deck repair	Employee Initial	Date	Supervisor Initial	Date
<p>16a.1.2 Served as lead worker performing partial depth bridge deck repair (See LEAD WORKER CHECKLIST)</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>16a.2 Complete the “Serve as lead worker performing partial depth bridge deck repair “Section of <u>Supervisor’s Notebook.</u></p>				

Comments:

16b Full depth deck repair

Requirement: Perform a minimum of 80 hours of Full depth bridge repair work.	Employee Initial	Date	Supervisor Initial	Date
<p>16b.1 Performed a minimum of 80 hours of full depth bridge repair work (16b.1 is a prerequisite for Lead Worker.). Must successfully perform each of the following activities at least once throughout the 80 hrs. <u>Supervisor/Specialist should initial each activity as they are achieved:</u></p> <p>1) Chain and mark out section</p> <p>2) Saw the limits</p> <p>3) Chip out, remove, and clean</p> <p>4) Inspect and install rebar if needed</p> <p>5) Place concrete- finish and cure</p> <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p>16b.1.1 Date _____ Hours _____ Running Total _____</p> <p>16b.1.2 Date _____ Hours _____ Running Total _____</p> <p>16b.1.3 Date _____ Hours _____ Running Total _____</p> <p>16b.1.4 Date _____ Hours _____ Running Total _____</p> <p>16b.1.5 Date _____ Hours _____ Running Total _____</p> <p>16b.1.6 Date _____ Hours _____ Running Total _____</p> <p>16b.1.7 Date _____ Hours _____ Running Total _____</p> <p>16b.1.8 Date _____ Hours _____ Running Total _____</p> <p>16b.1.9 Date _____ Hours _____ Running Total _____</p> <p>16b.1.10 Date _____ Hours _____ Running Total _____</p> <p>16b.1.11 Date _____ Hours _____ Running Total _____</p> <p>16b.1.12 Date _____ Hours _____ Running Total _____</p> <p>16b.1.13 Date _____ Hours _____ Running Total _____</p> <p>16b.1.14 Date _____ Hours _____ Running Total _____</p> <p>16b.1.15 Date _____ Hours _____ Running Total _____</p> <p>16b.1.16 Date _____ Hours _____ Running Total _____</p> <p>16b.1.17 Date _____ Hours _____ Running Total _____</p>				

16b.1.18 Date _____ Hours _____ Running Total _____				
16b.1.19 Date _____ Hours _____ Running Total _____				
16b.1.20 Date _____ Hours _____ Running Total _____				
16b.1.21 Date _____ Hours _____ Running Total _____				
16b.1.22 Date _____ Hours _____ Running Total _____				
16b.1.23 Date _____ Hours _____ Running Total _____				
16b.1.24 Date _____ Hours _____ Running Total _____				
16b.1.25 Date _____ Hours _____ Running Total _____				
16b.1.26 Date _____ Hours _____ Running Total _____				
16b.1.27 Date _____ Hours _____ Running Total _____				
16b.2 Complete the “Perform a minimum of 80 hours of Full depth bridge repair work” Section on Page Twelve of <u>Supervisor’s Notebook.</u>				

Comments:

Requirement: Serve as lead worker performing full depth bridge deck repair	Employee Initial	Date	Supervisor Initial	Date
<p>16b.1 .2 Served as lead worker performing full depth bridge deck repair (See LEAD WORKER CHECKLIST)</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>16b.2 Complete the “Serve as lead worker performing full depth bridge deck repair” Section of <u>Supervisor’s Notebook</u>.</p>				

Comments:

Requirement: Perform a minimum of 80 hours of forming and placing concrete bridge handrail, hub guard, box, wing wall, web wall, and retaining wall.	Employee Initial	Date	Supervisor Initial	Date
16c.1 Performed a minimum of 80 hours. Must successfully perform each of the following activities at least once throughout the 80 hrs. 16c.1 is a prerequisite for Lead worker. <u>Supervisor/Specialist should initial each activity as they are achieved:</u>				
1. Remove damaged or deteriorated concrete	_____	_____	_____	_____
2. Dowel new reinforcement into existing concrete	_____	_____	_____	_____
3. Install rebar	_____	_____	_____	_____
4. Build or modify and install forms	_____	_____	_____	_____
5. Pour, finish, and cure- consolidate	_____	_____	_____	_____
6. Strip forms	_____	_____	_____	_____
(16c.1 is a prerequisite for 16c.1.2)				
<i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i>				
16c.1.1 Date _____ Hours _____ Running Total _____				
16c.1.2 Date _____ Hours _____ Running Total _____				
16c.1.3 Date _____ Hours _____ Running Total _____				
16c.1.4 Date _____ Hours _____ Running Total _____				
16c.1.5 Date _____ Hours _____ Running Total _____				
16c.1.6 Date _____ Hours _____ Running Total _____				
16c.1.7 Date _____ Hours _____ Running Total _____				
16c.1.8 Date _____ Hours _____ Running Total _____				
16c.1.9 Date _____ Hours _____ Running Total _____				
16c.1.10 Date _____ Hours _____ Running Total _____				
16c.1.11 Date _____ Hours _____ Running Total _____				
16c.1.12 Date _____ Hours _____ Running Total _____				
16c.1.13 Date _____ Hours _____ Running Total _____				
16c.1.14 Date _____ Hours _____ Running Total _____				
16c.1.15 Date _____ Hours _____ Running Total _____				
16c.1.16 Date _____ Hours _____ Running Total _____				
16c.1.17 Date _____ Hours _____ Running Total _____				

Requirement: Serve as lead worker forming and placing concrete bridge handrail, hub guard, box, wing wall, web wall, and retaining wall.	Employee Initial	Date	Supervisor Initial	Date
<p>16c.1 .3 Served as lead forming and placing concrete bridge handrail, hub guard, box, wing wall, web wall, and retaining wall.</p> <p>Attempts If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>16c.2 Complete the “forming and placing concrete bridge handrail, hub guard, box, wing wall, web wall, and retaining wall.” Section of <u>Supervisor’s Notebook</u>.</p>				

Comments:

Requirement: Operate trailer mounted air compressor and pavement breaker	Employee Initial	Date	Supervisor Initial	Date
<p>16d.1 Operated trailer mounted air compressor and pavement breaker to the satisfaction of the Supervisor/Specialist</p> <ol style="list-style-type: none"> 1) Pre-start check per manufacturer's recommendations 2) Start-up 3) Hook-up equipment and hoses 4) Wear proper PPE 5) Select, install, and use proper bits 6) Proper shut-down <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>16d.2 Complete the "Operate trailer mounted air compressor and pavement breaker" Section of Supervisor's Notebook.</p>				

Comments:

Requirement: Perform an “on-the-job” training session on the proper PM for the air compressor.	Employee Initial	Date	Supervisor Initial	Date
<p>16d.2 Performed an “on-the-job” training session on the proper PM for the air compressor. (USE DOT Form 363)</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				

Comments:

Requirement: Operate and maintain concrete saw	Employee Initial	Date	Supervisor Initial	Date
<p>16e.1 Operated trailer mounted concrete saw to the satisfaction of the supervisor/Specialist</p> <ol style="list-style-type: none"> 1) Pre-start check per manufacturer's recommendations 2) Start-up 3) Select, install, and use proper blades 4) Water hook-up- adjust depth, saw patch 5) Wear proper PPE 6) Proper shut-down <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date ____ P F (see comment section below) 2. Date ____ P F (see comment section below) 3. Date ____ P F (see comment section below) 4. Date ____ P F (see comment section below)</p>				
<p>16e.2 Complete the "Operate and maintain concrete saw" Section of Supervisor's Notebook.</p>				

Comments:

Requirement: Perform an “on-the-job” training session on the proper PM for the concrete saw.	Employee Initial	Date	Supervisor Initial	Date
<p>16e.2 Performed an “on-the-job” training session on the proper PM for the concrete saw. (USE DOT Form 363)</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>16e.1.2 Complete the “Perform an “on-the-job” training session on the proper PM for the concrete saw” Section of <u>Supervisor’s Notebook</u>.</p>				

Comments:

Requirement: Operate scissor lift truck	Employee Initial	Date	Supervisor Initial	Date
<p>16f.1 Operated scissor lift truck to the satisfaction of the Supervisor/Specialist</p> <ol style="list-style-type: none"> 1) Pre-start check per manufacturer's recommendations 2) Safe operation knowing grade/slope restrictions 3) Wear proper PPE 4) Proper shut-down <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <ol style="list-style-type: none"> 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below) 				
<p>16f.2 Complete the "Operate scissor lift truck" Section of <u>Supervisor's Notebook</u>.</p>				

Comments:

Requirement: Perform proper operations of stick welder and cutting torch	Employee Initial	Date	Supervisor Initial	Date
<p>16g. Performed each of following while on the job to the Supervisor/Specialist's satisfaction:</p> <ol style="list-style-type: none"> 1. Demonstrate the proper operation of Portable Engine Driven Welder including proper use of PPE 2. Demonstrate the proper operation of Oxy-Acetylene Cutting Torch including proper use of PPE <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p>				
<p>16g.1 Demonstrate the proper operation of Portable Engine Driven Welder including proper use of PPE</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <ol style="list-style-type: none"> 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below) 				
<p>16g2 Demonstrate the proper operation of Oxy-Acetylene Cutting Torch including proper use of PPE</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <ol style="list-style-type: none"> 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below) 				
<p>16g.1.2 Complete the "Perform proper operations of stick welder and cutting torch" Section of <u>Supervisor's Notebook</u>.</p>				

Comments:

Requirement: Perform proper operations of other equipment listed if appropriate).	Employee Initial	Date	Supervisor Initial	Date
<p>16h Performed each of following while on the job to the Supervisor/Specialist's satisfaction if appropriate:</p> <ol style="list-style-type: none"> 1. Gunnite machine 2. Sandblasting machine 3. Derrick truck 4. Knuckle boom crane <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p>				
<p>16h.1 Gunnite machine</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <ol style="list-style-type: none"> 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below) 				
<p>16h.2 Sand blasting machine</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <ol style="list-style-type: none"> 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below) 				
<p>16h.3 Derrick Truck</p> <p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <ol style="list-style-type: none"> 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below) 				

<p>16h1.3 Knuckle Boom Crane</p> <p>Attempts If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>16h.1.2 Complete the “Performed operation of the Gunnite machine, sand blaster, derrick truck, and the knuckle boom crane while on the job to the Supervisor/Specialist’s satisfaction” Section of Supervisor’s Notebook.</p>				

Comments:

16i Requirement: Must pass written test on Maintenance Policy and Procedures (CLOSED BOOK)	Employee Initial	Date	Supervisor Initial	Date
<p>Attempts If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>16i.1.2 Complete the “Must pass written test on Maintenance Policy and Procedures (CLOSED BOOK)” Section of <u>Supervisor’s Notebook</u>.</p>				

Comments:

MID-POINT CHECKLIST FOR SPECIAL EQUIPMENT OPTION (first half)
Regular Program

Requirement

Mark When Completed

17.a. Complete 80 of the total 160 hours required on 3 special equipment _____

17.d. Pass written test on Maintenance Policy and Procedures _____

**REMAINING REQUIREMENTS CHECKLIST FOR SPECIAL EQUIPMENT
OPTION (second half)**

Regular Program

<u>Requirement</u>	<u>Mark When Completed</u>
17.a. Perform remaining hours (total 160) on at least 3 special equipment	_____
17.b. Demonstrate PM on at least 3 special pieces of equipment	_____

17. Special Equipment Option

Requirement: Perform minimum of 160 hrs on at least 3 of following:	Employee Initial	Date	Supervisor Initial	Date
<p>17a.1 Performed a minimum of 160 hrs on at least 3 of following. Credit only given if done without equipment or property damage and if done to standards. Hours include equipment maintenance performed by operator.</p> <ol style="list-style-type: none"> 1. Low Boy tractor and trailer 2. Rock Cutter 3. Excavator 4. Bridge Snooper 5. Truck mounted sweeper 6. Derrick Truck (Cherry picker) 7. Dozer 8. Slurry Machine 9. Pug mill 10. Asphalt Plant 11. Laydown machine 12. Rotary Snow Plow 13. Chemical Spray Truck 14. Other equipment as approved by the DME <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p>Equip No. _____ Hours _____ Running Total _____</p>				

Requirement: Perform OJT on proper Preventative Maintenance (PM) on 3 of the following pieces of equipment:	Employee Initial	Date	Supervisor Initial	Date
<p>17c1 Performed OJT on proper Preventative Maintenance (PM) on 3 of the following pieces of equipment:</p> <ol style="list-style-type: none"> 1. Low Boy tractor and trailer 2. Rock Cutter 3. Excavator 4. Bridge Snooper 5. Truck mounted sweeper 6. Derrick Truck (Cherry picker) 7. Dozer 8. Slurry Machine 9. Pug mill 10. Asphalt Plant 11. Laydown machine 12. Rotary Snow Plow 13. Chemical Spray Truck 14. Other equipment as approved by the DME 				
<p><i>Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.</i></p> <p>Equipment Name: _____</p> <p>Attempts If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <ol style="list-style-type: none"> 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below) 				
<p>Equipment Name: _____</p> <p>Attempts If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <ol style="list-style-type: none"> 1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below) 				

<p>Equipment Name: _____</p> <p>Attempts If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>17c.2 Complete "Perform OJT on proper Preventative Maintenance (PM) on 3 of the following pieces of equipment" section on page of the Supervisor's notebook.</p>				

Comments:

17d.1 Requirement: Must pass written test on Maintenance Policy and Procedures (CLOSED BOOK)	Employee Initial	Date	Supervisor Initial	Date
<p><u>Attempts</u> If an employee fails to pass a written test, skills test, or demonstration, he will be required to wait a minimum of 3 months before attempting to take that test again. After 3 attempts, the employee must wait 12 months from last attempt and each subsequent test or demonstration retake.</p> <p>1. Date _____ P F (see comment section below) 2. Date _____ P F (see comment section below) 3. Date _____ P F (see comment section below) 4. Date _____ P F (see comment section below)</p>				
<p>17d1.2 Complete the “Must pass written test on Maintenance Policy and Procedures (CLOSED BOOK)” Section of <u>Supervisor’s Notebook</u>.</p>				

Comments:

Checklists for Demonstration Requirements

Process for Lead Worker

- 1. Receives assignment from EO Specialist or HMS**
 - a. Double checks who is assigned to be on the project crew, when project is to be completed, limits of authority, what equipment/supplies are to be used.**
 - b. Determines quantities needed- manpower, material, equipment etc.**
- 2. Reviews schedule with assigned crew**
 - a. Determines if traffic control is required**
 - b. Assigns duties to crew including traffic control**
- 3. Ensures manpower/supplies/material/equipment arrive at worksite**
- 4. Reviews for completeness and safety**
- 5. Participates in completion of project; operating critical equipment if required**
- 6. Ensures completeness of assignment; oversees crew member performance for quality assurance**
- 7. Leaves worksite clean**
- 8. Oversees return of crew and equipment to shop**
- 9. Complete paperwork if necessary**
- 10. Reports completeness of project to EO Spec or HMS**

LEAD WORKER FOR _____ ACTIVITY

SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY CIRCLE ONE
YES NO

EO's Name

HMS or Specialist

Test Date

Process for Lead Worker

- 1. Receives assignment from EO Specialist or HMS**
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LEAD WORKER FOR _____ ACTIVITY

SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY

**CIRCLE ONE
YES NO**

EO's Name

HMS or Specialist

Test Date

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LEAD WORKER FOR _____ ACTIVITY

SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY

CIRCLE ONE
YES NO

EO's Name

HMS or Specialist

Test Date

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY

**CIRCLE ONE
YES NO**

EO's Name

HMS or Specialist

Test Date

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY

**CIRCLE ONE
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EO's Name

HMS or Specialist

Test Date

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LEAD WORKER FOR _____ ACTIVITY

SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY **CIRCLE ONE**
YES NO

EO's Name

HMS or Specialist

Test Date

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LEAD WORKER FOR _____ ACTIVITY

SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY

CIRCLE ONE
YES NO

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LEAD WORKER FOR _____ ACTIVITY

SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY

CIRCLE ONE
YES NO

EO's Name

HMS or Specialist

Test Date

CHECKLIST OF REQUIREMENTS FOR LOAD/LASH OF FOUR-WHEEL LOADER

1. Made sure the weight of the equipment and the trailer does not exceed the GVWR of the trailer.
2. Checked the truck pintle hitch top to make sure it was locked on the pintle hook and that it was at the correct height.
3. Fastened all air lines and inspected the hoses as they were hooked to the truck.
4. Made sure electrical plug is secured and all lights are working.
5. Hooked and crossed safety chains and inspect.
6. Visually inspect tires because the trailer is empty and the tires are cold.
7. Inspected the D rings and stake pockets.
8. Chocked the wheels (if tilt bed) prior to loading from ground.
9. Made sure that the equipment operator performed all the operation check and is familiar with that piece of equipment.
10. Back loader on trailer so majority of weight is located over axle.
11. Lowered the attachments, shut off engine, and remove the key. Set the park brake. Make sure equipment was in gear, unless the manual tells you to leave it in neutral.
12. Lower trailer deck and secure (if applicable).
13. With articulating equipment the transport lock device was put in place.
14. Verify load is legal height and width for that piece of equipment.
15. Tied a motor grader in at 3 points or at every 10 feet.

CHECKLIST OF REQUIREMENTS FOR LOAD/LASH OF FOUR-WHEEL LOADER
CONTINUED

16. The combined strength of all cargo tie downs must be strong enough to lift one (1) and one-half (1 ½) times the weight of the piece of cargo being tied down.

17. Made sure that there are not any bent, cracked, twisted or stretched links. If so then the chain should be discarded and replaced with a new chain. Cold shank quick-links are not to be used.

18. Checked all binders. If any defective with spread links, or bars, spread hooks of any kind they are discarded and replaced with a new one.

19. Routed each tie down chain to form a 45 degree angle up from the anchors vertically and at a 45 degree angle inward from the side of the trailer.

20. Made sure the chains do not come in contact with air, hydraulic, or electrical lines.

21. Secured the ends of the chain around the binders so they don't come loose, drag or hit anything.

22. Covered the exhaust if the equipment was equipped with a turbo.

23. Made one last final walk around to make sure everything was in place. Even if operator didn't load it you still need to inspect it.

24. Checked the trailer brakes.

EO's Name

HMS or Specialist

Test Date

Guidelines for OJT Demonstration

1. Employee must have passed skill test or met hour requirements on the topic of their OJT demonstration prior to the OJT assessment exercise.
2. The Presentation/Demonstration portion of the OJT assessment should take about 20 to 30 minutes to conduct.
3. Recommended OJT demonstration topics will include tasks involving equipment and/or tools plus at least one of the following: (1) Equipment operator's manuals, (2) Safety procedures (3) KDOT policy or procedures manuals.

SCORING: The designated number of points are awarded on an "all or none" basis for each item included in the OJT Demonstration.

	Points
Planning – 25 points – 5 points per item The EO Senior Candidate: <ul style="list-style-type: none"> <input type="checkbox"/> Determined trainee's prior experience and current skill level with the task or skill to be taught. [Ask EO Senior candidate to describe how they obtained this information.] <input type="checkbox"/> Wrote or can describe a clear, measurable learning objective for the OJT lesson. <input type="checkbox"/> Selected an appropriate location for the training. <input type="checkbox"/> Arranged the work area so that it was functional for the training. <input type="checkbox"/> Located and assembled all resources need for the training. [Equipment or Tools, Safety Equipment, Reference Manuals, Trainee's Materials, Trainer's Materials, etc.] 	
SECTION TOTAL →	
Presentation/Demonstration – 49 points – 3 points each The EO Senior Candidate: <ul style="list-style-type: none"> <input type="checkbox"/> Set the trainee at ease before beginning the training. <input type="checkbox"/> Appeared confident, enthusiastic and positive. <input type="checkbox"/> Spoke clearly, loud enough and slowly enough. <input type="checkbox"/> Used language, terms, and examples that the trainee could understand. <input type="checkbox"/> Encouraged the trainee to ask questions. <input type="checkbox"/> Explained <u>what</u> the task/skill is and <u>why</u> it is important. <input type="checkbox"/> Explained all key points – such as <u>Who</u> should do this task, <u>When</u> the task should be performed, <u>Where</u> the task should be performed and <u>How</u> should the task be performed including all important steps in the task. <input type="checkbox"/> Reviewed all necessary and/or required <u>safety issues</u> and <u>precautions</u>. <input type="checkbox"/> Identified and explained any <u>policies, procedures</u> or <u>regulations</u> that affect the work. <input type="checkbox"/> Organized the steps in the task into a <u>logical sequence</u>. <input type="checkbox"/> Demonstrated the task at an appropriate speed. 	1 Free Point

<input type="checkbox"/> Clearly described the <u>quality requirements</u> for the task or skill – What does a “good job” look like or what is a “good employee” able to do. <input type="checkbox"/> Explained any <u>discretion</u> or <u>choices</u> the trainee may have to perform the task as they see fit. <input type="checkbox"/> Asked the trainee to explain the task covering all key points. <input type="checkbox"/> Had the trainee perform the task alone. <input type="checkbox"/> Told the trainee how they could be contacted and whom else they could go to for help.	
<u>SECTION TOTAL</u> →	
Practice – 10 Points – 2 Points each The Equipment Operator Senior Candidate described a plan for “practice sessions” that included: <input type="checkbox"/> Appropriate location(s) for the practice <input type="checkbox"/> Appropriate amount of time for each practice session <input type="checkbox"/> The number of practice sessions needed to master the skill or task <input type="checkbox"/> The criteria that would be used to determine the trainee’s progress <input type="checkbox"/> List of specific times for providing feedback to the trainee	
<u>SECTION TOTAL</u> →	
Performance Feedback – 16 Points – 8 Points each The Equipment Operator Senior Candidate: <input type="checkbox"/> Gave specific constructive feedback to the trainee on what they did well. <input type="checkbox"/> Gave the trainee specific information on where they will need to improve.	
<u>SECTION TOTAL</u> →	
TRAINING TOTAL SCORE (passing is 80 or above) →	
<h3>OJT Demonstration Summary</h3> <p>OJT Demonstration - Strengths</p> <p>OJT Demonstration - Target Areas for Improvement</p> <p><i>The Equipment Operator Senior Candidate has completed a satisfactory demonstration of On-the-Job Training skills. The Equipment Operator Senior Candidate is considered to have met the OJT requirement for advancement.</i></p> <p>_____ Signature of Highway Maintenance Supervisor or Equipment Operator Specialist</p> <p style="text-align: right;">Date _____</p>	

RECOMMENDED PICK LIST FOR OJT (On the Job Training) DEMONSTRATIONS

1. Hooking up and towing steel rollers to dump trucks
2. Safe chain saw operation
3. P M check on equipment and documented on check sheet (DOT Form 363)
4. Set-up Maintenance Work Zone, 2 or 4 lane (Tabletop method allowed)
5. Tailgate material (sand, etc.) evenly out of dump truck
6. Change blades on rotary mowers
7. Hook and unhook spreader and hang on rack
8. Load, lash, and haul equipment on a trailer
9. Change snow plow blades
10. Properly fill out DOT Form 306 (Daily Work Slip)
11. Any other task agreed to by both the EO and the Supervisor/Specialist

Making Salt Brine

- Step 1** Add salt to top tank (Approximately 3 ton)

- Step 2** Hook up water source to main intake valve (turn water on)

- Step 3** Continuously run water through rock salt until holding tank is nearly full

- Step 4** Test salt brine with hydrometer to determine salt percentages
(Salt brine needs to be at 23%, the hydrometer will read 77)

- Step 5** Depending on salt level, if brine is reading below 77 re-circulate, if brine is reading above 77 dilute.

Note: A 77 reading on a hydrometer indicates the salt level is at 23%. If hydrometer is reading higher than 77, the solution is too strong. The brine needs to be diluted by adding water. If the hydrometer is reading below 77, the solution is too weak. The brine needs to be re-circulated back through the salt.

- Step 6** Pump brine from holding tank to storage tank

- Step 7** Clean all equipment by rinsing with water

Note:

Towing

1. Backup to trailer
2. Disengage outriggers (if applicable)
3. Remove chocks and visually inspect tires
4. Connect hitch properly to insure locking mechanism in place and secure
5. Install electrical connections, check tires
6. Verify proper trailer brake connection (if applicable)
7. Raise jack stands
8. Cross and connect safety chains
9. Make sure trailer is clear and secure of attachments
10. Pull forward with trailer in tow

CHECKLIST FOR PLOW AND SPREADER SET-UP **DEMONSTATION**

Circle
one

INSTRUCTION TO EO: Perform Proper Plow Shoe Adjustment

Y or N

Able to properly adjust plow shoes using one of the two following methods (EO should demonstrate one of the following:

1. Plow Bits (cutting edge) Installed – With plow mounted on the truck and the plow bits installed, park the truck on a flat level surface. Place a 2 x 4 under each plow shoe and adjust the shoes so that the plow (bit) is just touching the ground.
2. Plow Bits (cutting edge) removed – With the plow mounted on the truck and the plow bits removed, park the truck on a flat level surface. Adjust each shoe so that the mold board is 2” off of the ground.

INSTRUCTION: Perform Proper Walk Around Inspection on Snow Plow

EO SHOULD DEMONSTRATE PERFORMING EACH OF THE FOLLOWING WITHOUT HELP (while describing what they are looking for)

Y or N

1. Check plow bits for wear, missing or loose bolts

Y or N

2. Check that locking device on plow quick attach is properly engaged and pinned

Y or N

3. Check pivot bolt for excess wear and make sure bolt and nut are locked together (cotter pin or equivalent)

Y or N

4. Inspect plow push framework for cracks (including quick attach framework back to the truck frame)

Y or N

5. Ensure that lifting arm assembly is pinned and locked (cotter pin or equivalent)

Y or N

6. Check hydraulic hoses for cuts or breaks and make sure connections are locked

CHECKLIST FOR PLOW AND SPREADER SET-UP DEMONSTATION (continued)

INSTRUCTION: Perform Proper Walk Around Inspection on Spreader

Circle one	EO SHOULD DEMONSTRATE PERFORMING EACH OF THE FOLLOWING WITHOUT HELP (while describing what they are looking for)
Y or N	1. Check for gate setting to be at proper (calibrated) height
Y or N	2. Check for flaps to be set at proper position for route assigned and wind conditions
Y or N	3. Check hydraulic hoses for cuts or breaks and make sure connections are locked
Y or N	4. Inspect sensor wires for breaks and make sure connections are tight
Y or N	5. Inspect spreader hold-downs for damage or wear and inspect for proper tightness
Y or N	6. Ensure tailgate brackets are in position and locked
Y or N	7. Check liquid chemical (saddle) tanks are filled and valves set ready for operation (if applicable)
Y or N	8. Check for proper operation of spreader (chain and spinner), spreader strobe lights, and work light(s)
	INSTRUCTION: Set Spreader Flap Position for treating a route while traveling Westbound with a 20 MPH wind out of the North
Y or N	1. Flaps set for dumping material toward edgeline
	INSTRUCTION: Set Spreader Flap Position for treating a route while traveling Southbound with a 20 MPH wind out of the East
Y or N	2. Flaps set for dumping material toward centerline

Employee Name (EO)

Test Date

Tester Name (Supervisor or Specialist)

Pass or Fail
(Pass = all Yes circled)

CHECKLIST FOR CONTROLLER DEMONSTATION

Circle one

INSTRUCTION TO SUPERVISOR/SPECIALIST: Read one by one the following tasks and document the EOs ability to perform the operation WITHOUT HELP or without the use of any written material

FOLLOWING TASKS TO BE PERFORMED WITH HOPPER INSTALLED

- Y or N** 1. Turn on all Strobes and set them to the Nighttime mode (Low Mode)
- Y or N** 2. Power up controller and set to spread salt/sand in automatic mode (ground speed controlled) at approximately 300 lbs. per mile
- Y or N** 3. Increase and decrease material rate and increase and decrease spinner speed
- Y or N** 4. Set up pre-wet (saddle) tanks and valve for dispensing pre-wetted salt/sand (if applicable)
- Y or N** 5. Turn off pre-wet pump to spread dry material (if applicable)
- Y or N** 6. Set controller for operating auxiliary tools (example hydraulic trailer) and then return control box back to the normal mode
- Y or N** 7. Set-up spreader and controller for material unload as if you had a full hopper to return back to the stock pile

FOLLOWING TASKS MAY BE PERFORMED WITH OR WITHOUT THE SLIDE-IN ANTI-ICE TANK (if applicable)

- Y or N** 8. Set controller to spray 40 gal. per minute (out of the slide-in tank) of anti-ice material in the truck lane (if applicable)
- Y or N** 9. Increase and decrease liquid material rate and turn on and off left boom, right boom, and center boom (if applicable)

Employee Name (EO)

Test Date

Tester Name (Supervisor or Specialist)

Pass or Fail
(Pass = all Yes circled)

Training Aids

GUIDELINES FOR LOAD/LASH OF EQUIPMENT

INTRODUCTION

- A. Federal Motor Carriers code of Regulations #49.
- B. Parts 392 and 393;
 - a. Inspecting the tilt-bed trailer.
 - b. Select associated tie-down equipment.
 - c. Load
 - d. Tie down
 - e. Transport equipment
- C. You should review the trailer manufacturers owner/operator manual. Safety and operational requirements.
 - 1) First determine the weight rate capacity of your trailer. Do not overload it.
 - 2) Find out the weight of the piece of equipment you are going to haul. If it is not written on the side it should be on the ID plate of that piece of equipment. If you are unable to locate the weight there then check the operator's manual.
 - 3) Check the weight of the trailer. If it is not written on the side then it should be on ID plate.
 - 4) Make sure the weight of the equipment and the trailer does not exceed the GVWR of the trailer.
 - 5) A motor grader should be tied at 3 points or at every 10 feet.
 - 6) The combined strength of all cargo tie downs must be strong enough to lift one and one-half (1 ½) times the weight of the piece of cargo being tied down.
 - 7) No matter how small the cargo, it should have at least 2 tie downs holding it.
 - 8) Chalk the wheels (if tilt bed) prior to loading.
 - 9) Check the truck pintle hitch to make sure it is locked on the pintle hook and that it is at the correct height.
 - 10) Fasten all air lines and inspect the hoses as you are hooking them to the truck.
 - 11) Hook safety chains and inspect. Cross safety chains under trailer tongue.
 - 12) Make sure electrical plug is secured and in good working order.
 - 13) After tilting the trailer, inspect the top of the trailer to make sure there are no broken boards and that the surface is free of oil and grease.
 - 14) Now is a good time to check the tires and pressure, because the trailer is empty and the tires are cold.
 - 15) Make sure you know the correct pressure of the tires.
 - 16) With the top tilted, inspect the undercarriage, axles, frame and flooring.
 - 17) Check the air tank to make sure it is not empty.
 - 18) Inspect the D rings and stake pockets.
 - 19) You could check the lights now or after you have plugged in the electrical plug in # 12.
 - 20) Check all chains to be sure they are at the proper grade rating. They should be a grade rating of 7, or 70, or 700.

GUIDELINES FOR LOAD/LASH OF EQUIPMENT

- 21) Make sure that there are not any bent, cracked, twisted or stretched links. If so then the chain should be discarded and replaced with a new chain.
- 22) Cold shank quick-links are not to be used.
- 23) Chains should be marked with the 7, or 70, or 700 to be of proper grade. The chain should be mark with these numbers at every link, or every foot, or every 3 feet.
- 24) Check all binders. If any of these are defective with spread links, or bars, spread hooks of any kind they should be discarded and replaced with a new one.
- 25) When loading equipment it is always a good practice to use a equipment to help you load. Always back on and if it is 4-wheel drive make sure it is in 4-wheel drive when loading.
- 26) Make sure that the equipment operator performed all the operation check and is familiar with that piece of equipment.
- 27) Make sure that 15 to 20% of the equipment weight is transferred to the trailer hitch and that the remainder is located over the axle.
- 28) Secure the trailer lock down device once the equipment is secured on the trailer.
- 29) Lower the attachments, shut off engine, and remove the key. Set the park brake. Make sure equipment is in gear , unless the manual tells you to leave it in neutral.
- 30) With articulating equipment the transport lock device should be put in place.
- 31) With the equipment on the trailer now would be a good time to measure the height and width of that piece of equipment.
- 32) Always tie down equipment to the manufacturers D rings or stake pockets on the trailer.
- 33) You should use at least 4, 3/8's grade 7 chains when hauling equipment.
Minimum of 4
- 34) If tie down eyes are not on the equipment then tie down around the axles.
- 35) Make sure your chains do not come in contact with air, hydraulic, or electrical lines.
- 36) Try to route each tie down chain to form a 45 degree angle up from the anchors vertically and at a 45 degree angle inward from the side of the trailer.
- 37) Secure the ends of the chain around the binders so they don't come loose, drag or hit anything.
- 38) A DOT approved cheater bar is the only one you can use to secure the binders.
- 39) Cover the exhaust if the equipment is equipped with a turbo.
- 40) Now, make one last final walk around to make sure everything is in place. Even if you didn't load it you still need to inspect it. You are still responsible for the load.
- 41) Now you can check the trailer brakes. If it is working properly it should bring you to a smooth stop.
- 42) With rubber tired vehicles you should stop and check you tie downs after the first 3 miles.

Making Salt Brine

Making salt brine begins with adding rock salt to the top holding tank. Then run water with a hose from a water source to the intake valve. The valve is connected to a series of piping lying on the bottom of the tank. The water flows from the piping into the salt where it is saturated and dissolved. The water in the tank then reaches a level where there are three over flow hoses that drains into the tank. The lower tank can hold approximately 1250 gallons. That tank contains the salt brine. The brine needs to be 23% salt. This is measured with a hydrometer. Continue filling the top tank from your water source with the over flow into the bottom tank until the bottom tank is nearly full. A test sample should always be taken before being transferred into the storage tank. With the sample take determine the salt level with your hydrometer. Your hydrometer will float in the sample ranging from 100 to 0. The hydrometer will sink into the sample and give its percentage reading. There are several different styles of hydrometers. If the hydrometer is reading **% salt**, then the reading should be approximately **23**. If it is reading **% saturation**, the reading should be approximately **91**. If your reading is too weak or too strong this can be adjusted by either diluting the solution with water or re-circulating the brine back through the salt. To dilute, turn water source back on and adjust your valve to allow water to flow directly into the bottom tank. To make solution stronger, you must pump brine from the bottom tank to the top tank in order to increase your salt percentage. Once the correct salt level has been reached, pump brine from the bottom tank to storage tank. Once the salt brine has been stored, all equipment used must be rinsed off with water to avoid corrosion. This includes tanks, valves, connection hoses, and pumps. Remaining salt left in the top tank must be removed periodically. Pumps should be filled with RV Antifreeze when not in use and circulated by looping a hose from one side of the pump to the other side of the pump. This cuts down on the amount of RV antifreeze that has to be used.

Note: *Due to salt corrosion, pumps need to be run every 2 weeks even in the off season to prevent the motor from seizing.*

Readings for Proper Salt Brine Solution

% Salt	% Saturation	Specific Gravity
23	91	1.175

Guide for the LTL 2000 Retro-reflectometer

Recharge battery over night before using and check voltage.

Turn on the LTL 2000 Retrometer by pressing and holding the ON button until the display shows:

Retrometer Ready
(Year, date, time)

Press MEMU button, and then use the arrow keys to scroll until Battery level shows. Should be 12.0 V or higher.

Reset Log: (If on new project or location). Press MENU button, then press MENU button to scroll though the list until Free Log =XX.X %. If not 100%, press ENTER button twice to clear. Press MENU button again and scroll though the MENU until Free_T Log = XX.X%. If not 100%, press ENTER button to clear.

Calibration Check:

Periodically during use, you should check the calibration of the instrument. Mount the instrument on the base frame. Place red block in calibration position with white side facing tower. Take a measurement on the red field calibration block. Remove the Calibration block and store in its compartment. The R1 value on the panel and the R1 value marked on the block should be equal. If value isn't the same, press the Arrow button up or down until the values are the same. Take a measurement without the calibration block. The LTL 2000 should measure zero (+- 1). If both conditions are met, then the instrument calibration is correct.

Ready to **take readings:** (**Note:** You can put an ID into the Retrometer to help keep track of locations. You have room to put 8 letters or numbers. Press Down Arrow button. Press ENTER button. Press Arrow to scroll though letters and numbers. After you make your selection, press ENTER the arrow on the display moves over to the next letter or number. Repeat process until you have what you need. At the end of 8 spaces, Enter button takes you back and your ready to run the test measurement).

Remove the base and place the instrument on the road marking (**Note:** If on unlevelled surface, move to another location). . Press the RL button to take a measurement. Measurement will be finished in approx. 3 sec. (**Note:** You can record all of the readings on a Field Sheet, or let the Retrometer store in its memory log then download into a computer then download into a spread sheet).

Move the instrument 1 to 5 feet and Press the RL button to take another measurement.

Rotate instrument 180 deg. At about the same place of last reading, press the RL button to take a measurement. Move 1 to 5 feet and Press the RL button to take another measurement.

Move to next line and repeat as above.

Then move to next line and repeat. (**Note:** Should always start on the Right edge line, then the Center line then the Left edge line. Take 2 readings then rotate instrument 180 deg. And take 2 more readings. On 4 or more lanes, do the one direction, then the other, trying to match the other locations on the opposite side. Should have at least 2 to 5 locations per project or job.

After you have completed the measurements and are done, Press MENU button until the panel shows PRINT R1 LOG appears. Press ENTER. The Retrometer will print out your readings. With your Field Sheet, you can compare with the printed tape. On the Field sheet. Add readings 1 through 4. Divide by 4 for the average total. After you have completed each line, add total of the averages by the number of locations. That will give you the total average for that project or job. Be sure to fill out top of sheet with the Route, Date, County, Date Applied, and Location. At the bottom of the sheet, fill in your name in the Observer spot and any comments that you might have.

Retro-reflectometer readings should be documented in a spreadsheet. SAMPLE SPREADSHEETS MAY BE OBTAINED FROM THE PAINT CREW SUPERVISORS (or from Field Maint. Engineer in Construction and Maintenance) FOR DOCUMENTING ROUTE RETRO READINGS.

**Request Forms for EO Senior Requirement
Completion, Practice Time, or Training**

**(Three-part form available from supervisor; copy in
book is for sample only)**



Kansas Department of Transportation

Distribution:
 White: Supervisor
 Yellow: Superintendent
 Pink: Employee

SAMPLE EO Testing/Training Request Form

Location: _____ **Date:** _____

Name: _____

Instructions: All training or completion of requirements will be scheduled according to seniority, availability of training, staffing, or work requirements.

Part I:

List EO SR requirements, in priority order, you are ready to demonstrate. These may include written tests, demonstrations, or presentations to your supervisor or EO Specialist.

Part II:

Indicate those areas that you would like additional training and/or practice time in order to become more proficient prior to demonstrating your knowledge, skills, or abilities.

Part I: Requirement Completion

Number (example: 2e.1)	Description (example: Demonstrate salt sand mixing to HMS or EO Spec)	# of Hrs Needed (example: 45 hr)

Part II: Practice Time/Training

(Example: practice with motor graders on performing edge ruts)

Description:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I am willing to temporarily transfer within the District for training. Yes No

Applicant Signature:	Date:

Received by- Supervisor Signature:	Date:

**Request for Certification for an Equipment
Operator Mid-point/Senior Promotion Form
D.O.T. Form 0049**



EQUIPMENT OPERATOR SENIOR

Distribution:
White: Supervisor
Yellow: Superintendent
Pink: Employee

CERTIFICATION REQUEST

CHECK ONE

Request for Mid-point Promotion _____

Request for Final EO Senior Promotion _____

Part I

I hereby request Equipment Operator Mid-point/Senior Certification and certify that I have met all requirements for completion as outlined in the EO Senior Program guidelines. **NOTE: EO SR candidate please obtain HMS signature and take your EO SR notebook to your Area Superintendent for review)**

Name (print) _____ Date: _____

Signed: _____
Equipment Operator

District: _____ Area: _____ Subarea _____

Part II

I hereby certify that on _____, _____,

Name (Print) _____

has completed all requirements for Equipment Operator Mid-point/Senior as outlined in the Equipment Operator Senior Program Guidelines.

Signed: _____
Highway Maintenance Supervisor

DISTRICT: _____ Area: _____ Subarea _____

Part III

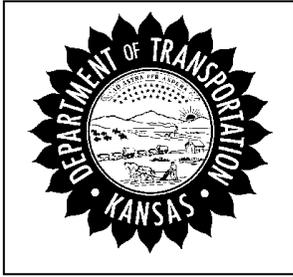
I hereby certify that on _____, _____, I reviewed and verified

Name Print) _____ has completed all requirements for Equipment Operator Mid-point/Senior as outlined in the Equipment Operator Senior Program Guidelines. (Please forward this form to the Area for processing to HRP in District Office upon completion.)

Signed: _____
Highway Maintenance Superintendent

DISTRICT: _____ Area: _____

EO Senior Program Participation Form



Distribution:
White: Supervisor
Yellow: Superintendent
Pink: Employee

SAMPLE

Equipment Operator Senior Participation Request

Please Check One:

- I wish to participate in the Equipment Operator Senior program. I hereby acknowledge receipt of the EO Senior Guidebook and requirements.

- I **do not** wish participate in the Equipment Operator Senior program at this time. I understand that I may decide later to participate and will receive the EO Senior Guidebook and requirements at that time.

Employee Signature

Date

Supervisor Signature

Date