

# **Job Training Program**

## **Public Works Maintenance Worker I Apprentice Program Guidelines**

### **PROGRAM DESCRIPTION**

This program will serve as an apprenticeship in preparation for becoming a Public Works Maintenance Worker I. The job description is generally similar to that of an entry level Worker position, but in a learning capacity. Participants will be required to meet increasingly stringent requirements as they advance through the program. Failure to meet program guidelines in the specified timeframe may result in termination. The maximum duration for participation is two years, depending on fiscal year funding.

Apprentices will be assigned to one of the nine divisions in the Public Works Agency. Each apprentice will spend approximately six months in four different divisions based on manpower needs.

### **PROGRAM GUIDELINES**

#### **Entry Level Requirements**

- At least 18 years of age
- High school diploma/ GED
- Valid driver's license, good driving record and ability to obtain a Class B CDL
- Ability to pass physical test
- Ability to pass a drug and alcohol test
- Ability to pass basic written test
- Evanston resident (zip code 60201 or 60202)

Evaluation to determine if applicants meet entry level requirements will occur prior to issuing an invitation to program.

#### **Level One Requirements**

- No more than two tardies in the first six months. Tardy is defined as showing up more than one minute later than assigned reporting time.
- No more than three excused absences in the first six months. An excused absence is defined as an absence in which the program participant notified the supervisor at least 48 hours in advance and the supervisor approved the absence. One absence may be considered an "emergency" where less than 48 hours' notice is given.
- Actively participates in learning and performing by asking questions, taking directions and accepting constructive feedback
- Possession of a Class B CDL permit within three months.
- Possession of a Class B CDL with air brakes endorsement within six months.

### **Greenways Division - Month One to Four:**

- Pick up litter in public areas; load debris into containers and empty containers, paint park benches, garbage cans, and remove graffiti. Plant, transplant, fertilize, mulch, water, and prune City park grounds, shrubs, bushes and trees.
- Operates a dump truck to transport materials; operates controls in truck cab to dump and spread materials on surfaces.

### **Forestry Division - Month Five to Six:**

- You will complete training on the use of hand tools such as hand pruners, hand saws, chain saws and pole saws.
- Perform tree care duties including properly planting trees, properly pruning trees, mulching trees, dragging and chipping brush and logs.
- Delivers soil, wood chips, and other materials to the work site and shovels, rakes, and levels materials.
- Checks equipment and performs preventative maintenance.

Evaluation to determine if a program participant is ready to advance to Level Two will occur following the first six months of the apprenticeship. Failure to meet Level One requirements after six months will result in up to one additional six-month evaluation period. Failure to meet Level One requirements during or following this six-month period will result in termination from the program.

### **Level Two Requirements**

- No more than three tardies in the first twelve months of the program.
- No more than ten excused absences in the first twelve months of the program. Up to three absences may be considered “emergency” where less than 48 hours’ notice is given. In all cases, notification to the supervisor must be given at least 15 minutes prior to the start of the shift.
- Actively participates in learning and performing by asking questions, taking directions, accepting constructive feedback and showing some individual initiative. Demonstrating the ability to undertake the minimum work required of a Maintenance Worker I position.

### **Forestry Division - Month Seven to Eight:**

- You will complete training on the use of hand tools such as hand pruners, hand saws, chain saws and pole saws.
- Perform tree care duties including properly planting trees, properly pruning trees, mulching trees, dragging and chipping brush and logs.
- Delivers soil, wood chips, and other materials to the work site and shovels, rakes, and levels materials.
- Checks equipment and performs preventative maintenance.

### **Recycling Division - Month Nine to Twelve:**

- You will be trained on all 8 residential routes, apartment recycling routes and the special pickup process. You will be assigned a teammate to learn each route.
- You will complete training on the three business district trash/recycling collection routes. You will also be assigned a teammate to learn each route.
- During this same time frame, you will learn the function of the recycling trucks. You also will learn the maintenance requirements for the recycling truck.

An evaluation to determine if the participant is meeting Level Two requirements will occur six months following a positive evaluation in which the apprentice has met the Level One requirement. Failure to meet Level Two requirements after six months will result in up to one additional six-month evaluation period. Failure to meet Level Two requirements during or following this six-month period will result in termination from the program.

### **Level Three Requirements**

- No more than three tardies in the final twelve months of the program.
- No more than ten excused absences in the final twelve months of the program. Up to three absences may be considered “emergency” where less than 48 hours notice is given. In all cases, notification to the supervisor must be given at least 15 minutes prior to the start of the shift.
- Actively participates in learning and performing by asking questions when necessary, taking directions, accepting constructive feedback and regularly showing individual initiative. Demonstrating the ability to perform the majority of the work required of a Maintenance Worker I position.

### **Traffic Division - Month Thirteen to Sixteen:**

- The Traffic Division is made up of a sign/special event section and an electrical section. This position involves on-job-training to fabricate, install and maintain the City’s parking and traffic signs, as well as assist in traffic control setups for City special events. This position also involves assisting the Division's electricians with maintaining the City traffic signal and street light infrastructure.
- Apprentices will learn the basics of electricity and the basics of traffic signal operation.
- Aerial bucket truck safety and operation will be performed.
- Safety equipment such as hardhat, reflective safety vest, gloves, steel-toed shoes and other protective equipment is worn.

### **Street Division - Month Seventeen to Twenty:**

- This position involves on-the-job training to perform a variety of unskilled and semi-skilled maintenance work and operate a variety of equipment within the Public Works Agency.
- Employees may use hand and power tools such as drills, brooms, rakes, shovels and power washers. Tasks require employees to work outdoors for most of the workday in a variety of weather conditions.

- Work is often performed in heavy traffic, requiring employees to be alert to avoid accidents or personal injuries. Safety equipment such as hardhat, safety glasses, reflective safety vest, gloves, steel-toed shoes, earplugs, face shield and other protective equipment is worn.

### **Month Twenty One to Twenty Four - Where needed**

Evaluation to determine if the participant is meeting Level Three requirements will occur six months following a positive evaluation in which the apprentice has met the Level Two requirements. Failure to meet Level Three requirements after six months will result in up to one additional six-month evaluation period (unless the two year limit has already been met). Failure to meet Level Three requirements during or following this six-month period will result in termination from the program.

### **COMPENSATION**

- All apprentices must work 40 hours/week and will only be compensated for hours worked. Work hours will be determined by the section to which the employee is assigned.
- Compensation is at the following levels:
  - Level One - \$18.00/hr
  - Level Two - \$20.00/hr
  - Level Three - \$22.00/hr
- Apprentices will not be eligible to work overtime.
- All absences will be unpaid. Apprentices will not be paid for hours not worked (holiday, excused absence, etc.).
- No benefits.

### **BENEFITS OF PARTICIPATION IN THE APPRENTICE PROGRAM**

Successful completion of the program will result in the following benefits to participants:

- Introduction to the public works maintenance work.
- Basic knowledge of the public works industry sufficient to pass a Maintenance Worker I test.
- Possession of a Class B CDL.
- Confined space training and experience working in confined spaces.
- References and experience beneficial to obtain full-time employment in the public works sector.

If a person in the apprentice program is hired into a regular full-time or part-time position in the City, the date of hire is the start date of the permanent City position.