

**NEW YORK STATE  
DEPARTMENT OF TRANSPORTATION  
OFFICE OF DIVERSITY & OPPORTUNITY**

**CONSULTANT ENGINEER'S  
TRAINING PROGRAM CATALOG**



**September 2022**

## **PREFACE**

All New York State Department of Transportation (NYSDOT) Architectural/Engineering Consultant contracts have a provision for a Training Program. The purpose of this program is to provide viable career opportunities for minorities and women or other qualified candidates for employment in the engineering consultant industry.

The Consultant will provide on-the-job training (OJT) and assistance to the Trainee to earn a certification to become marketable in this industry or become a permanent employee of the Consultant.

It is expected that the Trainee will complete their training in two years or less and be retained for the duration of the project as a competent Inspector/Technician/Designer (no longer a Trainee), if justified by resource demands of the project.

## **Tools of the Trade**

The Consultant shall make available to the Trainee the appropriate study materials, books, construction dictionaries, measuring devices, safety equipment, company policy manual, and information necessary to perform the job.

## **Method of Supervision**

During the training period, the Trainee shall be under the direction and supervision of a Trainer (employed by the Consultant) who shall be identified at the time the Training Program Outline and Evaluation is submitted to the Program Area and the RCS for review. The Trainer shall review and observe the Trainee at work and verify the training process through a Monthly Training Progress Report (AAP 26) which must be completed for each Trainee.

## **Compensation**

### Bridge Safety Inspection

For Bridge Safety Inspection Trainees shall not be paid less than 75 percent of the average hourly rate in the agreement for Assistant Team Leaders.

### Assistant Team Leader Trainees (ATL)

The salaries to be paid ATL-Trainee(s) shall not be less than 75% of the average hourly rate approved in the agreement for the classification to be trained. During the period from the beginning of the project to its completion, the ATL-Trainee shall receive reasonable salary increases commensurate to their abilities and effort based upon periodic performance evaluations. The rate of salary increases, and frequency of performance evaluations will be in accordance with the firm's policy. However, performance evaluations and consideration for salary increases for an ATL-Trainee must occur at least once a year.

## **Time and Attendance**

Tardiness and absenteeism by the Trainee will not be reimbursed or compensated by the Department.

## **Termination for Cause**

The Trainee may be terminated at any time during training for excessive absenteeism, lack of punctuality, lack of interest and poor attitude. However, termination shall not occur prior to:

1. Documentation of counseling by the Consultant's designated Trainer about the foregoing reason(s) for termination,
2. Documentation by the Consultant's designated Trainer of efforts to resolve the foregoing problem,
3. Documentation of notification submitted to the PM, CJM and RCS about the foregoing problem,

4. Written notification of intent to terminate to the PM, CJM, and the RCS stating the reason(s), therefore,
5. The Program Area shall be provided an opportunity to discuss the impending termination with the Consultant in order to ensure that the Consultant has complied with Steps 1 through 4 of this section.

### **Lay-Offs**

The Consultant is encouraged to utilize those periods of time when the project work slows down to afford the Trainee the time to prepare for their NICET examinations or attendance at off-site training facilities. During periods when the project work is at a minimum (slow-down period), the Trainee should be on office project-related work such as preparation of “as-built plans,” working on BIN folders and computations, etc. Lay-off of the Trainee shall not occur prior to proper counseling and documentation. Written notification must also be sent to the PM and RCS.

### **Bridge Safety Inspection**

A general description of an Assistant Team Leader Trainee (ATL-Trainee) includes the following characteristics:

**Assistant Team Leader Trainee** - Associates degree in Civil Engineering Technology, Structural Technology or Engineering Science or an equivalent Associate Degree determined acceptable by the Department or 18 months of verifiable experience in bridge design, bridge construction inspection or other bridge-related work. Acceptable bridge experience will be determined by the Main Office Bridge Inspection Unit Head on a case-by-case basis.

- Upon successful completion, the Trainee will receive a letter indicating that they meet the qualification requirements to perform work as a bridge inspection Assistant Team Leader for the Department.
- Trainees are encouraged but not required to take and pass the following National Highway Institute (NHI) classes within the two-year training period:
  - Engineering Concepts for Bridge Inspectors (FHWA-NHI-130054)
  - Safety Inspection of In-Service Bridges (FHWA-NHI-130055)
  - Nondestructive Evaluation Fundamentals for Bridge Inspection (FHWA-NHI-130111)
    - NDE for Concrete Bridge Elements (FHWA-NHI-130112A)
    - NDE for Steel Bridge Elements (FHWA-NHI-130112B)
    - NDE for Timber and Other Material Bridge Elements (FHWA-NHI-130112C)

Expenses associated with the examinations are not reimbursable through the inspection contract.

It is intended that the Trainee will meet the qualifications of Assistant Team Leader upon completion of the program and be eligible for retention by a Consultant as a permanent employee.

**Training Program Time (Considered Non-Productive Project Time):** The Core and Non-Core work Elements in this program will be covered by one of the two following training methods:

1. Instructional, and
2. Self-Study.

The Instructional portion of the training will be covered using, but not limited to, the following approaches:

- "Classroom" type.
- "Hands-On" type.
- Field exercises.
- One on one tutoring.

The self-study portion of the Training Program will be granted to the ATL-Trainee for review and/or preparation of material covered in the instructional portion. This time can be used for reading, studying, and self-evaluation of work elements covered, as well as in preparation for work elements to be covered.

**Non-Training program Time (Considered Productive Project Time):** The remaining time not allocated for the ATL-Trainee's Training Program shall be considered productive project time. This will allow the ATL-Trainee to use the knowledge acquired and develop their skill, at the same time contributing to the project's objectives and goals.

Office contributions can include, but are by no means limited to the following:

- Monitoring and reviewing recorded inventory, inspection, and load data rating,
- Mobilization and demobilization activities,
- BIN folder preparation,
- Project scheduling,
- Monitoring and reviewing "flagged" bridge data.

Field contributions can include, but are by no means limited to the following:

- Providing additional assistance to a Team Leader and their assistant,
- Additional inspection effort required on large or unusual structures,
- Providing additional assistance during team reviews by the Quality Control Engineer, and
- Providing additional assistance in the field review of bridge flags and reports by the Quality Control Engineer.

**Supervision:** During the entire Training Program, the ATL-Trainee shall be under the guidance and supervision of at least a senior Team Leader or Quality Control Engineer. Additional guidance from a senior Assistant Team Leader will provide additional basic instruction on Assistant Team Leader duties and responsibilities.

Formal reviews and evaluations of the ATL-Trainee's progress will be conducted at the midpoint and conclusion of the Training Program. The Consultant will complete and submit to Responsible Program Area the attached forms for this purpose.

The Project Manager shall be responsible for the satisfactory completion of the Training Program.

**Record of Completed Training:** Upon satisfactory completion of this Training Program, the ATL-Trainee's resume shall be submitted to the Department for review. The review will focus on the additional bridge experience gained by the ATL-Trainee in this Training Program towards achieving the requirements of the Assistant Team Leader position.

The Consultant shall provide each ATL-Trainee with a letter showing the type and length of training satisfactorily completed.