

Appendix A

LOGISTIC TECHNICIAN

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE LOGISTIC TECHNICIAN

O*NET-SOC CODE: 43-5061.00

RAPIDS CODE: 0856 (Material Coordinator)

This schedule is attached to and a part of these Standards for the above identified occupation.

1. QUALIFICATIONS FOR APPRENTICESHIP

Applicants accepted and registered as Apprentices shall meet the following basic qualifications:

1. **WorkKeys Assessments:** Applicant must complete the WorkKeys Assessments; Applied Math, Graphic Literacy, and Workplace Documents, and obtain a National Career Readiness Certificate (NCRC) minimum Score of 4 (Silver NCRC) or better. A copy must be included in their application packet. Tests are timed (55 min. per test) at designated DOL Job Centers or authorized facility *Career Ready 101 scores will be accepted for individuals not connected to the AK Highway System that do not have WorkKeys testing facilities in their rural community.
2. **Age:** Applicants shall be at least 18 years of age upon submission of the application. They shall be at least 19 years of age upon date of indenture.
3. **Education:** Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is required.
4. **Physical:** Shall be physically capable of performing the essential functions of the occupation, with or without reasonable accommodation, without endangering the health and safety of the individual or others.
 - i) Shall complete a Post Offer Health Questionnaire (POHQ) to be reviewed by the Occupational Health Medical Review Officer (**Only if selected into the apprenticeship program.** Approximate cost to applicant \$40).
 - ii) Shall pass and obtain a medical examiners certificate in accordance with the requirements of the U.S. Department of Transportation, USDOT (**Only if selected into the apprenticeship program.** Approximate cost to applicant \$110 depending on location).
 - iii) Shall pass a Post-offer Pre-placement Functional Fit Test performed by our affiliate clinic to determine if the person exhibits the abilities to perform the minimum functional demands of the job safely. (**Only if selected into the apprenticeship program.**)
5. **Drug & Alcohol:** Shall obtain and pass drug and alcohol screening (includes UA and Hair Follicle) test in accordance with the USDOT standards and remain in the random screening program. (**Only if selected into the apprenticeship program.** Approximate cost to applicant is \$233 depending on location.)
6. **Security Threat Assessment:** Shall be able to obtain and pass a federal background check in accordance with Hazmat Endorsement (HME) Threat Assessment Program (HTAP) and Transportation Worker Identification Credential (TWIC) to obtain those credentials and

maintain them in the program.

7. **Driver License:** Shall have a minimum of one (1) year licensed driving experience, and possess a minimum class “D” Alaska driver license for at least thirty (30) days prior to application and maintain that license and any other obtained in the program.
8. **Alaska Resident:** Must be an Alaska resident for 30 days prior to the application period and intend to make Alaska your permanent home.
9. **Clean Driving Record:** Applicant must provide an Alaska Department of Motor Vehicle, Full Individual Driver Record, with application that indicates a clean driving history (Be certain to obtain the correct report from DMV. Approximate cost to applicant \$10.). Any one of the following list of violations, from date of conviction on a driving record to date of application, will disqualify you as an applicant for the apprenticeship program.
 - A total of 10 points on your driving record in the last two years.
 - A total of three citations in the last three years.
 - A citation for driving while using a wireless phone in the last three years.
 - Two traffic citations, 10 mph over the posted speed limit in a three-year period.
 - Any citation for 15 mph over the speed limit in a five-year period.
 - A suspension or revocation within a five-year period.
 - Any driving under-the-influence conviction within the last five years.
 - Any leaving the scene of injury/property damage/accident, racing, reckless driving, failure to submit to a breath test, or using a vehicle to commit a felony within the last five years.

Note: *If accepted into the program, all violations are subject to prospective employer hiring policy discretion prior to offer of employment. Many employers require a minimum 5-year clean driver history.*

2. TYPE OF OCCUPATION

- Time-based Competency-based Hybrid

3. TERM OF APPRENTICESHIP

The term of the occupation is approximately two years with an on the job learning (OJL) attainment of 4,000 hours and supplemented by the required hours of related instruction.

4. RATIO OF APPRENTICES TO JOURNEYWORKERS

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers employed in each shop, and/or job site will be one (1) apprentice to one (1) journeyworker.

5. APPRENTICE WAGE SCHEDULE

Apprentices are paid a progressively increasing schedule of wages during their apprenticeship based

on the acquisition of increased skill and competence on the job and in related instruction courses. Before an apprentice is advanced to the next segment of training or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor shall be guided by the work experience and related instruction records and reports.

Period	Wage Percentage	On-the-Job Hours
1 st	60%	0 - 1000 Hours
2 nd	70%	1001 - 2000 Hours
3 rd	80%	2001 - 3000 Hours
4 th	90%	3001 - 4000 Hours

The current Logistic Technician journeyworker wage rate is \$30.93* per hour.

*The current journey worker wage rates may vary and depend upon the rates contained in the collective bargaining agreement for the particular segment of the construction industry they are working in. The current journeyworker wage rate shall be modified on any prevailing wage project to comply with the applicable wage rate when the prevailing wage is higher than the journeyworker rate specified in the standards.

6. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

7. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

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**WORK PROCESS SCHEDULE
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During the term of apprenticeship, the Apprentice shall receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which Apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

WORK PROCESSES LOGISTIC TECHNICIAN		APPROXIMATE HOURS
A.	Basic Job Operations <ol style="list-style-type: none"> 1. Safety 2. Identification of Hazardous Conditions 3. Care & Use of Material Handling Equipment 	500
B.	Inventory Management & Record Keeping <ol style="list-style-type: none"> 1. Shipping & receiving 2. Material familiarization: specific to venue, but should include the following; chemicals/MSDS issues, safety items for the work environment, hardware and consumables, and other items that pertain to the field involved (equipment, electrical, piping, building trades). 3. Identify type, quality & quantity of stock 4. Input data, computerized inventory management system 5. Rotation of time dated stocked goods 6. Proper storage of goods (heavy items on lower shelves, temp sensitive indoors, flammables & corrosives in separate cabinets) 7. Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications. 8. Confer with established personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays. 9. Record production data, including volume produced, consumption of raw materials, and quality control measures. 10. Requisition and maintain inventories of materials and supplies necessary to meet production demands. (as a result of conferring with project managers, supervisors, foremen and other customers) 11. Compile information, such as production rates and progress, materials inventories, materials used, and customer information, so that status reports can be completed. 12. Retain Cheater lists of items repetitively purchased, folders of product info, cut sheets, manufacturer catalogs, and 	1,500

	<p>informational charts in order to avoid duplicating research work.</p> <p>13. Maintain vendor contacts for manufactured goods, repairs, rentals and other services as needed.</p> <p>14. Familiarization with various manufacturer catalogs and internet layout; ability to open a catalog or website and seek the desired information.</p> <p>15. Relationships with vendors; cultivating sources of information and advice regarding best material, tool, or PPE practices, and new products and technologies.</p>	
C.	<p>Material Acquisition, Purchasing, Pickup & Delivery</p> <ol style="list-style-type: none"> 1. Familiarization & use of purchase order forms 2. Coordination with department heads to identify 3. shortages or surplus 4. Establish and prepare product construction directions and locations, and information on required tools, materials, and equipment, numbers of workers needed, and cost projections. 5. Provide documentation and information to account for delays, difficulties in material deliveries and changes to cost estimates. 6. Determination of customer's needs through dialog and anticipation 	1,200
D.	<p>Tool Room</p> <ol style="list-style-type: none"> 1. Familiarization with tools: <ol style="list-style-type: none"> a. Electric: grounded tools, double insulated tools, side grinder guards (see OSHA requirements), electrical cords, GFCIs (see OSHA requirements), certified measuring tools (torque wrenches, pressure gauges) b. Cordless, pneumatic, hydraulic c. Overhead lifting equipment (see OSHA requirements): slings, hoists, shackles and hooks d. Water pumps and hoses 2. Safety and PPE <ol style="list-style-type: none"> a. OSHA worksite regulations that apply, company worksite requirements, PPE overview, fire resistant coveralls & raingear, safety footwear 3. Eye Protection: safety glasses, face shields, goggles 4. Hearing Protection: ear plugs, ear muffs 5. Respiratory protection: particle masks, disposable masks; masks with cartridges, supplied air 6. Hand Protection: cut resistant, nitrile-PVC (hydrocarbon resistant), anti-vibration, chemical-acid resistant 7. Fall Protection (see OSHA requirements): harnesses, lanyards, self-retracting lanyards, beam clamps 8. Energy isolation issues (see OSHA requirements): lockout padlocks, tags and signage 	800

	<ul style="list-style-type: none"> 9. Air Monitoring devices: Industrial Scientific ITX meters, DSS console program to monitor ITX meters 10. Consumables: material goods (visqueen, garbage bags, sorbent pads, etc.) 11. Tool wear items: drill bits, reciprocating saw blades, circular saw blades, side grinder discs, flapper discs, wire wheels, (grinder guards, see OSHA requirements), end grinder carbide burrs & stones (blades, bits, belts) 12. Chemicals: lubricants, cleaners, sealants, adhesives, paints, secondary container labels (see OSHA requirements) 13. Air hose 	
	Total Hours	4,000

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RELATED INSTRUCTION OUTLINE LOGISTIC TECHNICIAN

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Source: Program Sponsor
Method: Classroom Study and Practical

Alaska Teamster-Employer Service Training Trust
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Anchorage, AK 99503
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The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

YEAR ONE - TOTAL 218 HOURS

Receiving hazardous materials and shipping of hazardous materials are critical areas for Logistic Material Technicians. Safety in the handling of these products is an essential area of responsibility. Hazardous materials incidents are not uncommon in warehouses or storage areas, which is why the following subjects are included in the first year of classroom.

Basic Warehousing Phase I	40 Hours
OSHA 10 hour General Industry Safety	10 Hours
Warehouse Safety	8 Hours
Shipping of Hazardous Materials	32 Hours
Power Industrial Truck	8 Hours
First Aid /CPR/AED	8 Hours
Professional Truck Driver Defensive Driving Course	8 Hours
CDL-A Accelerated Fast Track	80 Hours
Cargo Securement	8 Hours
Qualified Rigger/Signalperson	16 Hours

YEAR TWO - TOTAL 152 HOURS

This year will introduce to inventory management programs and tracking of shipments. This year apprentices will be introduced to shipping of hazardous materials by air and sea.

Basic Warehousing Phase II	40 Hours
International Maritime Dangerous Goods (IMDG)	24 Hours
International Air Transportation Association (IATA)	24 Hours
Hazardous Waste Operations and Emergency Response	40 Hours
Boom Truck	24 Hours