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**Appendix A**

**LOGISTICS TECHNICIAN**  
**WORK PROCESS SCHEDULE**  
**AND**  
**RELATED INSTRUCTION OUTLINE**

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## Appendix A

### WORK PROCESS SCHEDULE

#### LOGISTICS 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. APPRENTICESHIP APPROACH

Time-based  Competency-based  Hybrid

#### 2. TERM OF APPRENTICESHIP

The term of the apprenticeship is approximately 2-3 years with an on-the-job learning (OJL) attainment of 4,000 hours, supplemented by the minimum required 396 hours of related instruction.

#### 3. 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 shall be as follows: one (1) apprentice(s) to one (1) Teamster Journeyworker(s).

#### 4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate.

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.

##### TAPS Agreement

Period	Wage Percentage	On-the-Job Hours
1 <sup>st</sup>	80%	0 - 4000 Hours
End	100%	Complete

The current TAPS Logistics Technician journeyworker wage rate is \$40.80 per hour.

\* The current journeyworker 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.

#### 5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 1,000 hours.

## **6. SELECTION PROCEDURES**

### **APPLICATION PROCEDURES**

- A. Applicants will be accepted at specified intervals in the geographic jurisdictions specified in the applicable collective bargaining agreement. An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the agencies/organizations outlined in the approved Affirmative Action Plan. All persons requesting an application will have one made available upon being recorded in the applicant tracking system that corresponds to the geographic jurisdiction recruitment area. Applications will be accepted throughout the recruitment cycle.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant tracking system so that all applications can be accounted for. Columns will be provided on the applicant tracking system to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate, drug & alcohol screening results, or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview.

### **SELECTION PROCEDURES**

- A. The JATC will schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewers will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score. A separate ranking list will be

maintained for each geographic jurisdiction recruitment area. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.

- F. Selected applicants must respond to the notice of selection within 48 hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested, or an equivalent electronic delivery tracking method, to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) - year period that were on the ranking list, will be required to reapply.
- H. During the two (2)-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

#### **DIRECT ENTRY PROCEDURES**

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award credit for previous experience in accordance with Section I.E. of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The direct entry of candidates and the credit for previous experience shall be awarded without regard to race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older. The available methods for direct entry are as follows:

- A. A Military Veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in these Standards, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- B. Technical School Graduate: Individuals who graduate from a Technical Training School that has been reviewed and approved by the Program Sponsor, in recognition of the relevant training they have already received for occupations registered in these Standards, may be given direct entry into the apprenticeship program. With the approval of the sponsor, such a new apprentice may start at the recommended apprentice wage rate for graduates of that

particular program. The JATC will determine what additional training requirements are needed to ensure that the new apprentice(s) receive all the necessary training for completion of the apprenticeship program.

- C. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures.
- D. An individual who signs an authorization card during an organizing effort wherein 51% or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the sponsor at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures.

For such an applicant to be considered, he or she must meet the following requirements:

1. Be employed in the sponsor's jurisdiction when the authorization card is signed;
  2. Have been employed by the employer before the organizational effort commenced;
  3. Have been offered the opportunity to sign an authorization card and be evaluated along with all other employees of the employer; and
  4. Provide reliable documentation to the sponsor to show he or she was an employee performing Transportation or Logistics work prior to signing the authorization card.
- G. An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The JATC will evaluate the training received to grant appropriate credit on the term of apprenticeship.
  - H. Union Members: General Teamsters Local 959, State of Alaska journeyworker members may request a change or revision to their classification and/or a change from their current apprenticeable occupation to another occupation and receive direct entry into the apprenticeship program sponsored by their local union. For entry into the program, the applicant must:
    1. Complete an application form and provide the required documentation.
    2. Additionally, to determine placement, the applicant should:
    3. Take the same skills and aptitude test used for evaluation and placement of apprentices into the program, if applicable.

## WORK PROCESS SCHEDULE

### LOGISTICS TECHNICIAN

**O\*NET-SOC CODE: 43-5061.00 RAPIDS CODE: 0856 (Material Coordinator)**

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:

<b>Logistics Technician On-the-Job Learning Outline</b>	<b>Approximate OJL Hours</b>
<p>A. Basic Job Operations</p> <ol style="list-style-type: none"> <li>1. Safety</li> <li>2. Identification of Hazardous Conditions</li> <li>3. Care &amp; Use of Material Handling Equipment</li> </ol>	500
<p>B. Inventory Management &amp; Record Keeping</p> <ol style="list-style-type: none"> <li>1. Shipping &amp; receiving</li> <li>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).</li> <li>3. Identify type, quality &amp; quantity of stock</li> <li>4. Input data, computerized inventory management system</li> <li>5. Rotation of time dated stocked goods</li> <li>6. Proper storage of goods (heavy items on lower shelves, temp sensitive indoors, flammables &amp; corrosives in separate cabinets)</li> <li>7. Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications.</li> <li>8. Confer with established personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays.</li> <li>9. Record production data, including volume produced, consumption of raw materials, and quality control measures.</li> <li>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)</li> <li>11. Compile information, such as production rates and progress, materials inventories, materials used, and customer information, so that status reports can be completed.</li> <li>12. Retain Cheater lists of items repetitively purchased, folders of product info, cut sheets, manufacturer catalogs, and informational charts in order to avoid duplicating research work.</li> <li>13. Maintain vendor contacts for manufactured goods, repairs, rentals and other services as needed.</li> <li>14. Familiarization with various manufacturer catalogs and internet layout; ability to open a catalog or website and seek the desired information.</li> </ol>	1,500

<p>15. Relationships with vendors; cultivating sources of information and advice regarding best material, tool, or PPE practices, and new products and technologies.</p>	
<p>C. Material Acquisition, Purchasing, Pickup &amp; Delivery</p> <ol style="list-style-type: none"> <li>1. Familiarization &amp; use of purchase order forms</li> <li>2. Coordination with department heads to identify</li> <li>3. shortages or surplus</li> <li>4. Establish and prepare product construction directions and locations, and information on required tools, materials, and equipment, numbers of workers needed, and cost projections.</li> <li>5. Provide documentation and information to account for delays, difficulties in material deliveries and changes to cost estimates.</li> <li>6. Determination of customer’s needs through dialog and anticipation</li> </ol>	1,200
<p>D. Tool Room</p> <ol style="list-style-type: none"> <li>1. Familiarization with tools: <ol style="list-style-type: none"> <li>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)</li> <li>b. Cordless, pneumatic, hydraulic</li> <li>c. Overhead lifting equipment (see OSHA requirements): slings, hoists, shackles and hooks</li> <li>d. Water pumps and hoses</li> </ol> </li> <li>2. Safety and PPE <ol style="list-style-type: none"> <li>a. OSHA worksite regulations that apply, company worksite requirements, PPE overview, fire resistant coveralls &amp; raingear, safety footwear</li> </ol> </li> <li>3. Eye Protection: safety glasses, face shields, goggles</li> <li>4. Hearing Protection: ear plugs, ear muffs</li> <li>5. Respiratory protection: particle masks, disposable masks; masks with cartridges, supplied air</li> <li>6. Hand Protection: cut resistant, nitrile-PVC (hydrocarbon resistant), anti-vibration, chemical-acid resistant</li> <li>7. Fall Protection (see OSHA requirements): harnesses, lanyards, self-retracting lanyards, beam clamps</li> <li>8. Energy isolation issues (see OSHA requirements): lockout padlocks, tags and signage</li> <li>9. Air Monitoring devices: Industrial Scientific ITX meters, DSS console program to monitor ITX meters</li> <li>10. Consumables: material goods (visqueen, garbage bags, sorbent pads, etc.)</li> <li>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 &amp; stones (blades, bits, belts)</li> <li>12. Chemicals: lubricants, cleaners, sealants, adhesives, paints, secondary container labels (see OSHA requirements)</li> <li>13. Air hose</li> </ol>	800
<b>Total Hours</b>	<b>4,000</b>

## RELATED INSTRUCTION OUTLINE

### LOGISTICS TECHNICIAN

**O\*NET-SOC CODE: 43-5061.00 RAPIDS CODE: 0856 (Material Coordinator)**

Source: Program Sponsor

Method: Classroom and Field Training

Cheri Lipps,  
Apprenticeship Coordinator  
Alaska Teamster-Employer Service Training Trust  
520 East 34th Avenue, Suite 201  
Anchorage, AK 99503  
Phone: 800-478-4233  
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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 244 HOURS**

Receiving hazardous materials and shipping of hazardous materials are critical areas for Logistics 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
LDT CDL A Theory & Behind-the-Wheel Skills	106 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