



SD Roads 2 Jobs
PARTICIPANT GUIDE

Participant Guide



SDROADS2JOBS
CONSTRUCTION
CAREER AWARENESS

Build Your Career in Construction

- **THIS WORKBOOK WILL HELP FACILITATE YOUR TRAINING TODAY.**
- **THIS IS INTENDED AS A THREE-HOUR COURSE, IN A THREE-MODULE FORMAT.**

Disclaimer: This material is for training purposes only. The information is intended to assist the trainers(s). While we attempt to thoroughly address specific topics, it is not possible to include everything. This information is designed to be a tool to support the development of your training.

Curriculum

COURSE DESCRIPTION

This course introduces learners to job and career opportunities in highway construction.

High worker demand has led employers to create training programs focused on short-term learning, which can lead to long-term employment. Good jobs are available now. New government funding has boosted the demand for workers. We are excited to share with you today an overview of the career opportunities available in the construction industry and the high demand for workers like you!

As with all statistics, information is continually changing and being updated. It is recommended that you verify any statistics within the training.

IT'S A CAREER, NOT JUST A JOB:

- Work hard, move up, and enjoy the life you want.
- No experience necessary.
- Opportunities to build skills.

- **COURSE OBJECTIVES**

Upon completing this course, learners will be able to:

- _____
- _____
- _____
- _____

MODULE 1: HIGHWAY CONSTRUCTION INDUSTRY

Description:

This module provides an overview of worker shortages in the highway construction industry. It also discusses long-term career opportunities, with above average earning potential.

What is the Highway Construction Industry?

- _____
- _____
- _____

Government funding and programs support the Highway Industry.

The Investing in a New Vision for the Environment and Surface Transportation in America (INVEST in America) Act is a 5-year, \$494 billion investment into infrastructure repair and funding new, transformative projects that will create millions of jobs and support American manufacturing and ingenuity, while reducing carbon pollution, dramatically improving safety, and spurring economic activity. It's investing in infrastructure that is smarter, safer, and made to last. This act:

- _____ by repairing broken or outdated infrastructure, including 47,000 structurally deficient bridges, before building new highway capacity.
- _____ with new funding, addressing impactful projects for local, regional, and national transportation networks.
- _____ with incentives for best performers in carbon pollution reduction, and a new program to fund resilient infrastructure that can withstand the impacts
- _____
- _____
- _____

- _____ deaths by requiring States with the highest rates to set aside funding to tackle the problem, codifies and expands eligibility for safe routes to school, provides funding to develop active transportation networks, and strengthens emphasis on high-risk rural roads.
- Doubles funding for technology deployment to increase innovation and creates new program _____ and to deploy green construction materials and practices to create smarter, more efficient transportation systems.

The U.S. economy's strength can be directly linked to _____.

WHY WORK IN THE HIGHWAY CONSTRUCTION INDUSTRY?

Construction workers provide an invaluable economic service, maintaining and improving the nation's infrastructure, including critically important energy and communication systems, roads and bridges, and social infrastructure, including police, fire and health care facilities.



Click below to view statistics about the Economic Impact of Construction in the United States and South Dakota.

[SD.pdf \(agc.org\)](#)

Highway projects provide meaningful jobs that positively impact society. Transportation projects allow people to connect with nearby communities, reduce congestion and accidents, and improve quality of life for all. Deteriorating highway infrastructure has led to a growing need for workers. As a result, the industry is experiencing major labor shortages.



- _____
- _____
- _____
- _____
- _____
- _____
- _____



The road construction industry is offering you the opportunity of a lifetime - a lifelong career that provides you with great pay, great benefits and steady work!

- ▶ GOOD JOBS ARE AVAILABLE NOW
 - ▶ New funding boosts demand for skilled and unskilled workers
 - ▶ Over 700 open positions are available in South Dakota
 - ▶ The need for workers is in high demand and that demand is expected to grow 5% in the next 10 years

Contractors are hiring

- In the 2020 Agency of General Contractors (AGC) – Autodesk Workforce Survey, 60% of firms in the U.S. and 81% of firms in South Dakota had unfilled hourly craft positions.

Employers across the state and nation are seeking to recruit and retain diverse workforces. There are many entry level opportunities available. In addition, employers are especially eager to fill skilled labor positions. Many are willing to provide training to give unskilled laborers an opportunity to become skilled laborers.

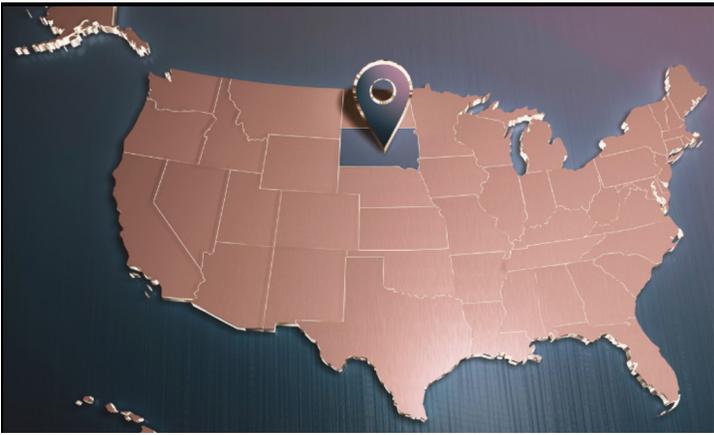
Careers in the industry offer many benefits to employees including:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Career opportunities are plentiful. This course is designed to help you explore the vast opportunities available.

Where are the jobs in the highway construction industry?

- _____
- _____
- _____
- _____
- _____
- _____



Description:

This module provides an overview of career opportunities in highway construction. It addresses jobs that require no, or little, training or experience, for very good pay. It also discusses skilled labor positions. Many of these opportunities can lead to long-term, gainful employment.

What Opportunities are Available?

Many jobs are available in the highway construction industry and require minimal training or experience.

- List one example: _____



Sample Job Description: Flagger

Flagger Responsibilities:

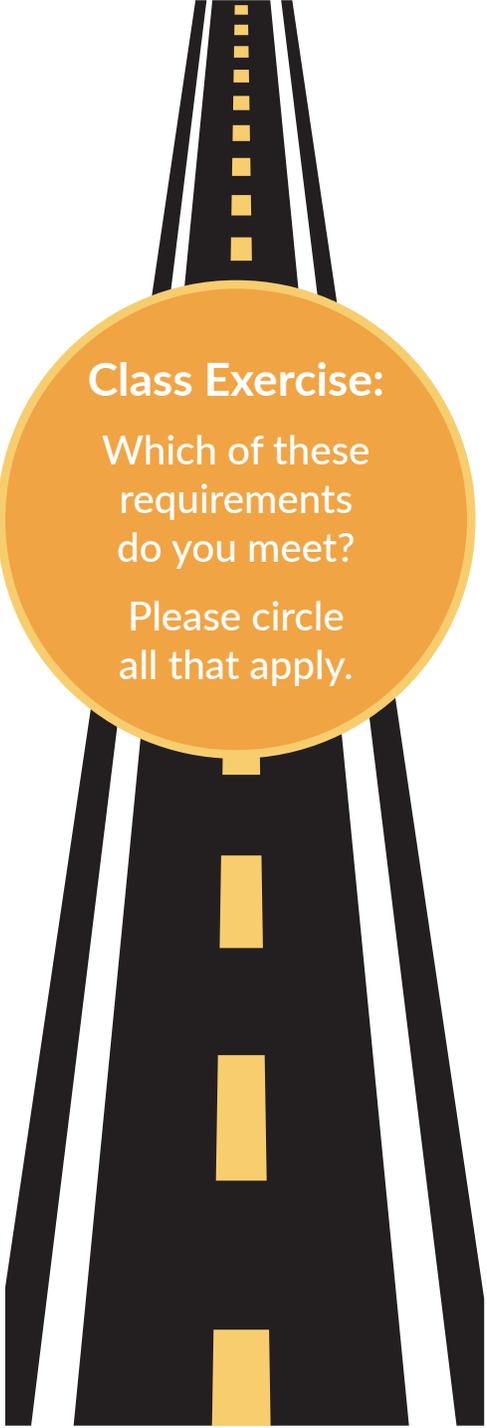
- Using hand signals and direction signs to direct traffic around road construction sites.
- Communicating with other flaggers using hand-held radios to direct two-way traffic onto a single lane.
- Informing the construction crew of any traffic issues that may affect their safety.
- Appropriately positioning warning and detour signs around construction sites.
- Setting up barricades and traffic cones along construction sites to block off certain areas.
- Removing all signs, barricades, and traffic cones upon completion of construction work.
- Assisting the construction crew in the removal of rubble, debris, and hazardous materials.
- Recording the license plate numbers of motorists who neglect to obey traffic signs and directions.

Flagger Requirements:

- High school diploma or GED.
- Certification through the American Traffic Safety Services Association (ATSSA).
- Proven experience working as a flagger.
- Sound knowledge of state traffic regulations.
- The ability to stand for extended periods.
- The ability to work as part of a team.
- The ability to work in harsh weather conditions.
- Excellent organizational and problem-solving skills.
- Exceptional observation skills.
- Effective communication skills.

Flagger Job Description Template

XYZ Construction is looking to hire a dedicated and observant flagger to monitor the flow of traffic around road construction sites. Flagger's responsibilities include informing motorists of possible detour routes, reporting disobedient drivers to law enforcement officials, and answering motorists' questions. You should also be able to direct emergency vehicles safely through construction zones as required. To be successful as a flagger, you should have excellent communication skills and be able to work effectively as part of a team. Ultimately, a top-notch flagger should demonstrate a sound knowledge of state traffic regulations as well as exceptional observation skills.



Class Exercise:

Which of these requirements do you meet?

Please circle all that apply.

Flagger Responsibilities:

- Using hand signals and direction signs to direct traffic around road construction sites.
- Communicating with other flaggers using hand-held radios to direct two-way traffic onto a single lane.
- Informing the construction crew of any traffic issues that may affect their safety.
- Appropriately positioning warning and detour signs around construction sites.
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- Exceptional observation skills.
- Effective communication skills.

The outlook for long-term employment in highway construction is excellent.

Entry-level Postions:

Currently, there are a variety of positions available throughout South Dakota for entry-level workers. There are over _____ open positions in the construction industry in South Dakota. Many companies have hiring incentives of _____ or more. Hard work and willingness to learn, open doors and allows workers to advance. Entry-level jobs can lead to more advanced positions.

Examples of Entry-level positions include:

- _____
- _____
- _____

Entry-level positions provide a starting point for each trade. These positions teach tips and tricks of the trade that help workers progress.

For example, many construction workers start as a laborer. They carry out a wide range of practical tasks to help trade persons on construction sites. They clean the site on a regular basis using hand tools such as shovels, rakes, and wheelbarrows to remove debris, scraps, and other materials. They might also sweep out certain areas and put supplies in order. They will likely load and unload building materials. A laborer will follow instructions from construction project managers and supervisors.

Generally, there are no specific educational requirements for an entry-level position in the highway construction industry.

Employers look for people with skills such as:

- _____
- _____
- _____

The great thing about all the positions here, are that all of them allow you to start learning while you earn a paycheck. You can work your way up and advance from there. If you're eager to learn, work hard, show up, ask questions, and communicate your desire to keep learning and growing, you can keep working your way up.

Advanced Positions

Advanced positions, also known as construction trades, or skilled labor, require training or formal education. They may also require certifications or licensing. Training takes two main forms: apprenticeship and employer-provided programs.

In addition, formal education programs relevant to highway construction are typically offered by _____.

_____ provide additional opportunities throughout South Dakota and the United States. Some trades do not have licensing requirements but may require certifications. Some trades have rigorous licensing requirements.

Skilled labor positions include:

- _____
- _____
- _____
- _____
- _____
- _____



Definitions:

A welder _____

A heavy equipment operator _____

A concrete finisher _____

An apprenticeship _____

A foreman _____

A truck driver _____

Average Salary Information:

Welder

Median Salary: _____

Heavy Equipment Operator

Average Salary in 2021: _____

Carpenter

Average Salary: _____

Cement Mason/Concrete Finisher

Average Salary: _____

Foreman

Average Salary: _____

Davis Bacon Wage Rates:

<https://dot.sd.gov/media/documents/USDOLDBAWageDecision04-06-2018English.pdf>

Most companies offer benefits for employees and returning employees - Health insurance, PTO & 401ks are typical. Wages can vary greatly, but Davis-Bacon prevailing wages are used on a number of construction projects. These wages apply on any projects under which federal agencies assist through grants, loans, loan guarantees, and insurance.

Training Opportunities

Take initiative!

Express interest in learning new positions. Take advantage of all available training opportunities, especially during seasonal lulls. These could include internal and external programs, including:

• _____

• _____

• _____

Build relationships with other workers. Network with co-workers and other people in the industry. Developing a strong working relationship with supervisors and management is recommended. Supervisors are often willing to mentor eager learners. Consider working in different jobs, to gauge which are the best fit.

The following are many opportunities for participants to gain further experience and training in the construction industry:

- _____
- _____
- _____
- _____
- _____

MODULE 3: PLACEMENT

Description

This section addresses placement, including, where to find jobs, applying, and interviews. It covers apprenticeships and education in greater detail. It also discusses employer expectations including what to wear on the job and expectations for an employee.

How to Prepare:

- Industry Qualifications
- Good attitude
- Willingness to work and show up on time
- Open communication

Typical job requirements include:

Coordination: _____

Strength and Endurance: _____

Transportation: _____

Background Checks: _____

Soft Skills:

Entry-level and skilled labor jobs require “soft skills.” Soft skills are personal characteristics that enable workers to interact well, increase productivity, and ensure safety. The most important soft skills are:

- Ability to communicate with co-workers.
- Ability to work as a team.
- Dependability.

Take a moment to circle some of the soft skills you have:

- | | | |
|----------------------------|--------------------------------|----------------------------|
| • Teamwork | • Stress management | • Work well under pressure |
| • Problem-solving | • Adaptability | • Active listening |
| • Time management | • Cultural diversity awareness | • Motivated |
| • Work ethic | • Creativity | |
| • Follow instructions | • Resourcefulness | |
| • Follow regulations/rules | • Resilience | |
| • Decision-making | • Meet deadlines | |
| • Organized | • Coachable | |

- How can you use this information to help you apply and interview for a position in the construction industry?

Communication Skills:

• _____

• _____

• _____

Safety Expectations:

Most companies provide OSHA and other safety training to support employees and set safety expectations appropriately.

In addition, they can provide:

- Clothing/Safety Vests
- Hard Hats
- Foot Protection
- Hand Protection
- Eye/Face Protection
- Hearing Protection

Chain of Command

The importance of communication in construction cannot be overstated. It is important to determine a chain of command for communication on a construction site. A construction project requires many different people with different skills to execute the project. It is important to know who you report to and what is expected on the job.

Typical Job Expectations:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Locating Career Opportunities – Where to find a job in construction?

With a shortage of skilled workers in South Dakota, highway construction jobs are plentiful. There are many resources available to help locate these types of opportunities. Many resources to help find a job and to support you outside of your job are included in the resource section of your book, see Appendices A and B.

Some of the best resources include:

South Dakota Department of Labor & Regulation (DLR). The DLR provides _____

- _____
- _____
- _____



Local contractors. Contact local companies about opportunities.

AGC of South Dakota Jobs Bank:
<http://agc-sd.ourcareerpages.com/>

Networking. _____

Employment agencies. _____

Attending job fairs. _____

There are many sources to find job fairs including:

- _____
- _____
- _____
- _____

How to apply:

Applications:

Employers typically require a completed job application. Furthermore, employers may require a resume for skilled laborers and diploma holders. Include employment dates and responsibilities on applications and resumes.

Contact information is a key part of a resume. It is recommended that you create a list of references to provide at time of application and/or interview.

Create a resume that includes:

- _____
- _____
- _____
- _____
- _____
- _____

A Sample Application Template has been included in your resources. See Appendix D.

Interviewing:

What to do before the interview:

- _____

When to arrive:

- _____

What to bring:

- _____
- _____

Helpful tips:

- At the interview, dress well.
- Wear clean clothing without holes.
- State interest in the job and project confident body language.
- Sit up straight, look interviewer in the eye, smile.
- Be poised and calm.
- Take your time and be specific.
- Ask questions and ask about next steps in the hiring process.
- Be honest. Be polite and friendly to everybody.
- Avoid slouching, crossing arms, or fidgeting. Avoid telling jokes and controversial topics.
- Avoid speaking negatively about current or past job or boss.



Post-Interview Follow-up

What to include in your thank you note to the interviewer:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____



SDROADS2JOBS
CONSTRUCTION
CAREER AWARENESS

Thank You and Good Luck!

The construction industry is looking for you to fill in-demand positions. We hope that you will use the information presented to find a new career in the construction industry.

RESOURCES

Participants may have great potential, but other needs to help them be successful on the job. There are many resources available to help South Dakota residents. Some of the organizations that find training providers, funding opportunities, and employment assistance are included in this resource guide.

CHILD CARE

DSS Child Care Services - Provides financial help for childcare costs for families who are working, seeking employment, and/or going to school.

700 Governors Drive; Pierre, SD 57501

Phone: 605-773-3165

Rural America Initiatives

2112 South Valley Dr; Rapid City, SD 57703

Phone: 605-341-3339

<https://www.ruralamericainitiatives.org/>

HOUSING

Cornerstone Apartments - Transitional housing from homelessness to community living.

1220 East Blvd; Rapid City, SD 57701

Phone: 605-721-9497

Hours: M-F 8am-5pm

Fair Housing of the Dakotas (FHD) - FHD is a non-profit organization serving North and South Dakota with a mission to work to eliminate housing discrimination and to ensure equal housing opportunities for all. Assistance provided with: individuals pursuing legal rights and remedies related to fair housing; offers housing assistance and counseling; provides community education; promotes community involvement; performs research in the area of housing.

Phone: 701-221-2530 or 888-265-0907

Inter-Lakes Community Action Partnership - Housing Services offers transitional housing and security deposit assistance for eligible persons and families for permanent housing.

111 N. Van Eps; Madison, SD 57042

Phone: 605-256-6518

Meade County Housing - Provides subsidized public housing and section 8.

1220 Cedar St. #113 Sturgis, SD 57709

Phone: 605-347-3384

Hours: M-F 8am-5pm

Eligibility: Low to moderate income, disabled and elderly.

Pennington County Housing and Redevelopment Commission - Provides low-income families decent, safe, and sanitary housing.

1805 West Fulton St Ste 101; Rapid City, SD 57702

Phone: 605-394-5350

Sioux Falls Housing - Offers various programs to assist eligible households with their rent. Assistance based on household income and size.

630 S. Minnesota Avenue; Sioux Falls, SD 57104

Phone: 605-332-0704

Sisseton Housing & Redevelopment Commission - Provide decent, safe, sanitary, drug free, and affordable housing for low-income individuals and families, as well as providing opportunities that promote self-sufficiency and economic independence for all residents.

East Chestnut Street; Sisseton, SD 57262

Phone: 605-698-3462 x123

Sisseton Wahpeton Housing Authority - Striving to provide decent, safe and sanitary housing for all Tribal Members seeking to eradicate substandard housing, eliminate homelessness, and to increase affordable rental housing and home ownership opportunities through provision of supportive service and financial assistance programs.

605 Lydia Goodsell Street; Sisseton, SD 57262

Phone: 605-698-3901

South Dakota Housing Development Authority - SDHDA utilizes housing bonds, tax credits, and other federal and state resources to fund housing programs which provide mortgage and down payment assistance, housing construction and rehabilitation, homelessness prevention, and rental assistance.

3060 East Elizabeth Street; Pierre, SD 57501

Phone: 605-773-3181

SD Housing Search - A free housing locator providing information on Section 8, market rate, and income based rental units.

Phone: 800-540-4241

TRANSPORTATION

Jefferson Lines Bus Depot - Sells bus tickets to various places within the marketing area.

333 6th St. #7 Rapid City, SD 57701

Phone: 605-348-3300

Hours: M-F 7:30am-12:30pm & 2pm-5:30pm. Sat/Sun 6:30am-7:30am & 5pm-6pm

Pass-It-On Program - Provides bus passes, sponsored by the City of Sioux Falls and administered by Minnehaha County Human Services.

Phone: 605-367-4217

Rapid Transit System/Rapid Ride - Rapid Transit System offers affordable fares and convenient routes to get you to your destination in a safe, efficient manner. Provides transportation anywhere within the corporate limits of Rapid City. All Rapid Ride routes run on 35-minute frequencies.

333 Sixth Street

Rapid City, SD 57701

Phone: 605-394-6631

Sioux Empire Wheels to Work - Assists single parent families who are in the process of becoming independent wage earners and who have a transportation issue which cannot be address with public transportation.

Phone: 605-941-4318

JOB SERVICE

South Dakota Job Service Offices: Job Service Offices of the South Dakota Department of Labor & Regulation (sd.gov) – Providing employment services and workforce training for job seekers and businesses.

AGC Job Bank

Website: Careers (ourcareerpages.com)

Build South Dakota

Website: <http://buildsouthdakota.com>

Career Learning Center – Assist employees who have been terminated as a result of company decision to close or layoff. Employment counseling, interview skills, adult basic education, GED-18 yrs. & older, English as a second language, medical terminology, medical billing, medical coding, office & administration courses, career assessment & clerk program.

730 E Watertown St; Rapid City, SD 57701

Phone: 605-394-5120

Hours: Mon-Thurs: 7:30am - 4:30pm Friday: 7:30am to 4pm

Labor Ready – On the spot temporary physical employment.

107A New York St. Rapid City, SD 57701

Phone: 605-341-3978

Hours: M-F 5:30am-6pm & Sat 6am-8am

Eligibility: Over age 18, Drug/Alcohol free, need 2 forms of I.D.

Website: www.laborready.com

Employment Edge - In addition to offering employment placement services for “typical” jobseekers, this organization works closely with individuals with felony convictions. Specifically, they work with people just coming out of prison. Manufacturing, warehousing, and construction businesses are the niche they focus on.

900 E 10th Street; Sioux Falls, SD 57103

Phone: 605-271-5627

Website: www.shortstaffedusa.com

Short Term Labor

2330 N. Maple Ave., Rapid City, SD 57701

Phone: 605-394-2307

GENERAL

Bridges to Benefits for South Dakota - This website, developed by the Children’s Defense Fund and South Dakota Voices for Children, offers a free screening tool to help individuals and families determine their eligibility for low-income benefit programs and tax credits. The site also provides information about the documents and paperwork needed to apply for programs, office locations and contact information, and for some programs, a printable application. **IMPORTANT:** this site is designed only to help you determine your eligibility for benefits, it does not apply or guarantee them.

1010 9th St., Suite 4A Rapid City, SD 57701

Phone: 605-721-0699

Hours: M-F 8am to 5pm

Website: www.sdbridgetobenefits.org

Bishop Dudley Hospitality House – Bishop Dudley offers “Open Doors” to safety including shelter from weather, wellness through healthy meals and addiction counseling, computer and phone access, collaboration with other agencies, case management, employment services, and laundry and showers. They deliver the basic necessities to keep the homeless safe, healthy, and connected.

101 N Indiana Ave; Sioux Falls, SD 57103

Phone: 605-809-8415

Website: www.bdhh.org

Community Action – clothing, commodities, food

Cornerstone Rescue Mission - Emergency and homeless housing, food/clothing. Meals: eligibility-hungry and without a home.

30 Main Street; Rapid City, SD 57701

Phone: 605-341-2844 or 348-9985

Hours: 7 days a week 6am to 10pm. Meals: 7:30am, 12:30pm & 6pm

Cornerstone Rescue Mission for Women - Shelter, meals, laundry facility & medical services.

404 Columbus St. Rapid City SD, 57701

Phone: 605-721-7860

Hours: 24 hours/7 days

Eligibility: homeless women and children.

Fee: No fee.

Website:

Cornerstone Thrift Store - Can volunteer for clothing and household items.

401 11th St. Rapid City SD, 57701

Phone: 605-716-2768

Hours: M-Sat 8:30am-5:30pm

Department of Social Services – Programs include adoptions, adult services, child support, food stamp certification, medical services, Title XIX, quality assurance and control, ADC assistance programs. Office of child protection, recover & investigation.

510 N. Campbell St.

Phone: 605-394-2525

Hours: Mon - Fri: 8am to 5pm

Eligibility: Income, resources, and family size.

Feeding South Dakota - Emergency food pantry.

Address: 1111 North Creek Dr. Rapid City, SD 57702

Phone: 605-718-9590

Hours: M-F 10am-4pm

Hope Center - Permanent phone number and address, temporary limited storage, day facility, referral services.

615 Kansas City St. Rapid City, SD 57701

Phone: 605-716-4673

Hours: M-F 8am-2:30pm

Lifeline – Public utilities commission. Aids low income families with phone deposits and lowered phone rates.

Phone: 800-332-1782

LIEAP - Low Income Energy Assistance Program - Supplement the winter month's utility payments for low-income families; weatherization assistance program to help families weatherize their homes.

Applications by mail: 910 East Sioux Ave. Pierre, SD 57501

Phone: 800-233-8503

Hours: M-F 8am-6pm

Eligibility: low-moderate income.

Lutheran Social Services – Works primarily with refugees arriving at South Dakota and Sioux Falls through their Center for New Americans. LSS has offices in Sioux Falls and Huron. Offices provide orientation, case management, employment services, English Language training, and other services. Refugees are eligible for up to eight months of cash assistance to cover basic necessities until self-sufficiency. Refugees are legally qualified for employment upon arrival.

705 E 41st Street, Ste 200; Sioux Falls, SD 57105

Phone: 605-444-7561

Website: www.lsssd.org

Multi-Cultural Center – Works primarily with immigrant populations providing training to limited English participants. Adult programs include Driver’s Education, English Language Learning Classes, Language Classes, and Housing Partnerships. Their services include interpreting and translating, and immigration services. They ensure individuals have their appropriate credentials before coming to the job site.

515 N Main Avenue; Sioux Falls, SD 57104

Phone: 605-367-7401

Website: www.sfmcc.org

Mommy’s Closet – clothes, transportation vouchers, childcare supplies

111 New York Street; Rapid City, SD 57701

Phone: 605-341-8336

Website: www.voanr.org/mommy-closet

National Relief Charities - Opportunity to volunteer service in exchange for points where you can receive items including food boxes, personal hygiene items, diapers, shoes and beds (when available).

2401 Eglin St. Rapid City, SD 57701

Phone: 605-399-9905

Hours: M-F 8am-4pm

Website: www.nrcprograms.org

Pennington County Health and Human Services – Possible Service/Assistance available to Pennington County Residents who qualify: Grocery Vouchers, Gas Vouchers, Bus Vouchers, Medical, Eviction notices and/or Utilities shut-off.

725 Lacrosse Street; Rapid City, SD 57701

Phone: 605-394-2156

Hours: 7:45am to 8am (walk-ins) 8:00am to 5pm (appointments)

Rapid City Vet Center - Provide individual, group and family counseling to all veterans who served in any combat zone. Services are also available for their family members.

621 6th Street; Rapid City, SD 57701

Phone: 605-348-0077

Hours: Mon-Fri: 8am - 4:30pm

Salvation Army – vouchers

405 N Cherry Ave; Rapid City, SD 57701

Phone: 605-342-0982

Hours: M-F 8:30 am – noon and 1 – 4 pm

SNAP (Supplemental Nutrition Assistance Program)

700 Governors Drive; Pierre, SD 57501

Phone: 605-773-3165

Stepping Stones Independent Living Center - Help develop independent living skills in teens and young adults in a residential setting.

22 E. New York St. Rapid City, SD 57701

Phone: 605-388-8195

Website: www.lsssd.org

Eligibility: Ages 16-21.

TANF- Temporary Assistance for Needy Families - The TANF program, which is time limited, assists families with children when the parents or other responsible relatives cannot provide for the family’s basic needs. It is designed to provide temporary assistance and economic self-sufficiency for children and families.

700 Governors Drive; Pierre, SD 57501

Phone: 605-773-3165

TERO- Tribal Employment Rights Ordinance - TERO Ordinances require that all employers who are engaged in operating a business on reservations give preference to qualified Indians in all aspects of employment, contracting, and other business activities. TERO Offices were established and empowered to monitor and enforce the requirements of the tribal employment rights ordinance.

Veterans Services - Information on any type of Veteran's benefits, forms to inquiries, etc.

725 N Lacrosse Street; Rapid City, SD 57701

Phone: 605-394-2266

Hours: Mon-Fri: 6:30am – 5pm

VOA – Dakotas – They operate the Berakhah House for Veterans in Sioux Falls and they have a Transition in Process Program to provide case management, social, health, and housing needs to Veterans. Programs offered through HVRP include individual case management, strategy for rapid rehousing, job search assistance, soft skills training, employment supports, and assistance with tools/clothing, among other services. They follow-up with those placed into jobs for three months to ensure the individuals are meeting the demands of the job.

PO Box 89360; Sioux Falls, SD 57109

Phone: 605-274-1540

Website: www.voa-dakotas.org

CAP - Western South Dakota Community Action Program - Home weatherization, information and referral, pantry, school supplies, household items, clothing, and commodities.

Address: 1844 Lombardy Dr. Rapid City, SD 57701

Phone: 605-348-1460

Hours: M-F 8am-12pm

Eligibility: Low income.

WIOA- Workforce Innovation and Opportunity Act - WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

WIOA brings together, in strategic coordination, the core programs of federal investment in skill development:

- Employment and training services for adults, dislocated workers, and youth and Wagner-Peyser employment services administered by the U.S. Department of Labor (DOL) through formula grants to states; and
- Adult education and literacy programs and Vocational Rehabilitation state grant programs that assist individuals with disabilities in obtaining employment administered by the U.S. Department of Education (DoED).

WIOA authorizes programs for specific vulnerable populations, including the Job Corps, YouthBuild, Indian and Native Americans, and Migrant and Seasonal Farmworker programs as well as evaluation and multi-state projects administered by U.S. DOL. In addition, WIOA authorizes other programs administered by U.S. DoED and the Department of Health and Human Services.

Website: <https://www.dol.gov/agencies/eta/wioa>

WIC- Women, Infants & Children Program– Supplemental nutritious foods, breast feeding support, nutrition and counseling, screening and referrals to other health, welfare, and social services.

909 East St. Patrick St., Suite 7 Rapid City, SD 57701

Phone: 605-394-2516

Hours: M-F 8am-5pm

Website: SDWIC.org

Eligibility: Low income and nutritionally at risk.



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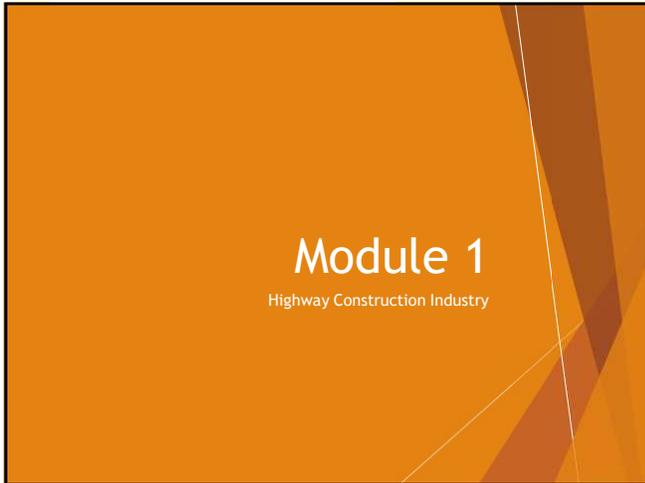


This Session will cover the following items:

- ▶ Open Positions
- ▶ Employment Expectations
- ▶ Safety
- ▶ Training Programs
- ▶ On the Job Expectations

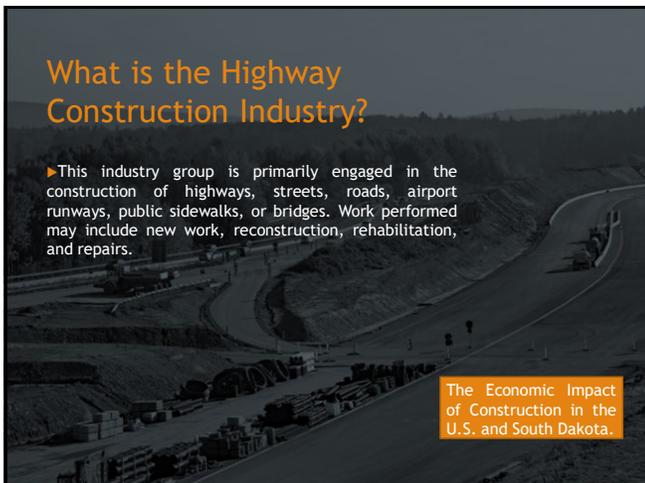
Good paying careers are available now!

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Module 1
Highway Construction Industry

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What is the Highway Construction Industry?

▶ This industry group is primarily engaged in the construction of highways, streets, roads, airport runways, public sidewalks, or bridges. Work performed may include new work, reconstruction, rehabilitation, and repairs.

The Economic Impact of Construction in the U.S. and South Dakota.

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Government Funding and Programs support the Highway Industry

- ▶ The Investing in a New Vision for the Environment and Surface Transportation in America Act (INVEST in America)
 - ▶ This act:
 - ▶ Delivers better roads and bridges
 - ▶ Modernizes infrastructure
 - ▶ Measures state-by-state greenhouse gas emissions
 - ▶ Increases funding for development of charging stations and other alternative fueling options for electric and zero-emissions vehicles
 - ▶ Addresses pedestrian and bicyclist routes
 - ▶ Funds green materials research

The U.S. economy's strength is directly linked to highway construction.

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Construction workers provide an invaluable economic service, maintaining and improving the nation's infrastructure, including critically important energy and communication systems, roads and bridges, and social infrastructure, including police, fire and health care facilities.

8

Why work in the Highway Construction Industry?

- ▶ BUILD SOMETHING MEANINGFUL
- ▶ SALARIES & BENEFITS ARE GENEROUS
- ▶ WORK IN DIFFERENT PARTS OF THE STATE OR COUNTRY
- ▶ EXPERIENCE DIFFERENT WORK PROJECTS REGULARLY
- ▶ THE INDUSTRY IS STRONG
- ▶ ESCAPE THE OFFICE ENVIRONMENT



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The road construction industry is offering you the opportunity of a lifetime - a lifelong career that provides you with great pay, great benefits and steady work!

▶ GOOD JOBS ARE AVAILABLE NOW

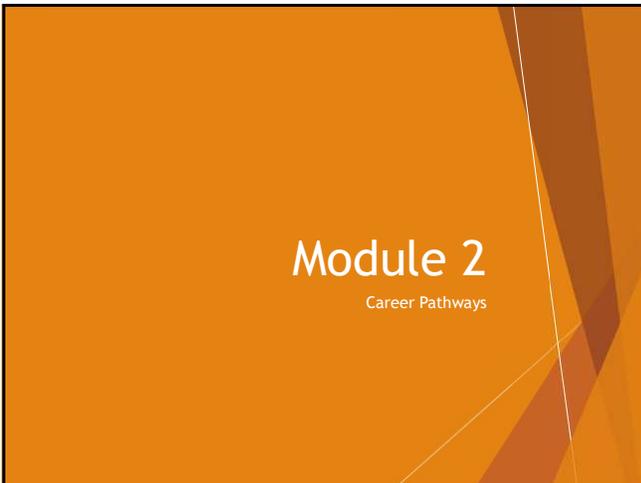
- ▶ New funding boosts demand for skilled and unskilled workers
- ▶ Over 700 open positions are available in South Dakota
- ▶ The need for workers is in high demand and that demand is expected to grow 5% in the next 10 years

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Where are the Jobs in the Highway Construction Industry?

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Module 2
Career Pathways

12

What Opportunities are Available?

Many jobs in the highway construction industry require minimal training or experience.

- ▶ One example: Flagger
- ▶ Flaggers are typically employed to control the flow of traffic around road construction sites. They erect warning and detour signs, position traffic cones and barricades, and inform the construction crew of any safety hazards.



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Sample Job Description: Flagger

Flagger Responsibilities:

- Using hand signals and direction signs to direct traffic around road construction sites.
- Communicating with other flaggers using hand-held radios to direct two-way traffic onto a single lane.
- Informing the construction crew of any traffic issues that may affect their safety.
- Appropriately positioning warning and detour signs around construction sites.
- Setting up barricades and traffic cones along construction sites to block off certain areas.
- Removing all signs, barricades, and traffic cones upon completion of construction work.
- Assisting the construction crew in the removal of rubble, debris, and hazardous materials.
- Recording the license plate numbers of motorists who neglect to obey traffic signs and directions.

Flagger Requirements:

- High school diploma or GED.
- Certification through the American Traffic Safety Services Association (ATSSA).
- Proven experience working as a flagger.
- Sound knowledge of state traffic regulations.
- The ability to stand for extended periods.
- The ability to work as part of a team.
- The ability to work in harsh weather conditions.
- Excellent organizational and problem-solving skills.
- Exceptional observation skills.
- Effective communication skills.

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- ▶ **SALARIES AND BENEFITS ARE GENEROUS**
 - ▶ Pay is above average with good benefits as you progress
 - ▶ 2019 median pay of \$17.31/hour in a variety of jobs




- ▶ **IT'S A CAREER, NOT JUST A JOB**
 - ▶ Work hard, move up, and enjoy the life you want
 - ▶ No experience necessary
 - ▶ Opportunities to gain skills

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Career Opportunities

Examples of Entry-level positions

- ▶ General Laborer
- ▶ Flagger
- ▶ Parts Runner
- ▶ Truck Driver (with or without CDL)

Generally, there are no specific educational requirements for an entry-level position in the highway construction industry. Employers look for people with skills such as:

- ▶ Experience working with tools.
- ▶ Physically able to do the work.
- ▶ Heavy lifting may be required.

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Career Opportunities

Skilled positions - examples

- ▶ Welder
- ▶ Heavy Equipment Operator, Crane Operator
- ▶ Concrete Finisher
- ▶ Apprenticeships
- ▶ Foreman
- ▶ Truck Driver (with CDL)
 - ▶ Specialized Vehicle Drivers/Operators

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Average Salary Information

Welder

- Median Salary 2019 \$42,290

Heavy Equipment Operator

- Average Salary 2021 - \$56,680

Carpenter

- Average Salary - \$45,170

Cement Mason/Concrete Finisher

- Average Salary - \$20.86/hour

Foreman

- Average Salary - \$52,475 to \$73,956

Most companies offer benefits for employees and returning employees – Health insurance, PTO & 401ks are typical.



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Training Opportunities

- ▶ Youth Apprenticeship Programs
- ▶ Adult Apprenticeship Programs
- ▶ On-the-Job Training
- ▶ CDL – Commercial Drivers License
 - ▶ There is a high demand for people willing and able to have a CDL
- ▶ Certificate Programs
- ▶ Technical College Degree
- ▶ College Degree

Scholarships are available for students pursuing an education in the construction industry.

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Do you have what it takes?

Generally, there are no specific educational requirements for an entry-level position in the highway construction industry.

You should be comfortable working with tools and be physically able to do the work; some heavy lifting may be required.

Many opportunities are available from office support to pilot car drivers to hands on laborer. Become familiar with the type of work you are most interested in.



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Module 3
Placement

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Typical Job Requirements Include:

- ▶ Good attitude
- ▶ Willingness to work and show up on time
- ▶ Access to reliable transportation and willingness to travel
- ▶ Physical ability to do the work
- ▶ Passing a drug test and/or background check
- ▶ Soft Skills
- ▶ Ability to communicate – cell phone, email, voicemail

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SAFETY EXPECTATIONS

The construction industry is focused on safety. Most companies provide OSHA and other safety training. In addition, they can provide:

- ▶ Clothing/Safety Vests
- ▶ Hard Hats
- ▶ Foot Protection
- ▶ Hand Protection
- ▶ Eye/Face Protection
- ▶ Hearing Protection



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Typical Job Expectations

- ▶ 8 to 12 hour days
- ▶ Overtime Opportunities
- ▶ Work outdoors
- ▶ Travel
- ▶ Work independently and as part of a team
- ▶ Be on time and dependable
- ▶ Flexible job locations

Get a workout and while you work!



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 Three construction workers wearing safety vests and hard hats are gathered around a piece of heavy machinery on a construction site. The background shows a desert landscape with mountains.

Where to find a job in construction?

- Referrals/Word of Mouth
- Networking
- Department of Labor
- Employment Agencies
- Contractor Website
- Career Resource Centers
- High Schools and Colleges
- Social Media
- Newspapers
- Radio

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How to Apply

- ▶ Applications
- ▶ Create a resume that includes:
 - ▶ Employment information and past experience
 - ▶ Can be paid or volunteer
 - ▶ Education experiences
 - ▶ Skills or Certifications
 - ▶ Contact information
 - ▶ References
- ▶ Interviewing
- ▶ Post-Interview Follow-up

 A close-up shot of a person's hands holding a clipboard with a resume on it. The resume is titled 'RESUME' and has some text on it. The person is holding a pen over the document.

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The construction industry is looking for you to fill in-demand positions.

- Are you willing to work hard?
- Are you looking to build a career?
- Are you willing to show up on time and be dependable?
- Are you ready to earn a good income?



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We need you to fill jobs in South Dakota!

Next Steps:

1. Have your updated resume ready.
If you don't have one, we can help you prepare one.
2. Meet with contractors.

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Thank You and Good Luck!

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List of Acronyms

AASHTO - American Association of State Highway and Transportation Officials

AGC - Associated General Contractors

ARTBA - American Road and Transportation Builders Association

BLS – Bureau of Labor Statistics

CAP - Western South Dakota Community Action Program

CDL – Commercial Driver’s License

DOL ETA - U.S. Department of Labor Employment and Training Administration

DOT -Department of Transportation

DOL – Department of Labor

DLR – Department of Labor and Regulation

FHWA - Federal Highway Administration

FHD- Fair Housing of the Dakotas

HEO – Heavy Equipment Operator

GED – General Education

HCWP – Highway Construction Workforce Partnership

LIEAP - Low Income Energy Assistance Program

NCCER – The National Center for Construction Education and Research

OSHA– Occupational Safety and Health Administration

TANF - Temporary Assistance for Needy Families

TECRO- Taipei Economic and Cultural Representative Offices

TERO - Tribal Employment Rights Ordinance

SNAP - Supplemental Nutrition Assistance Program

SDDOT – South Dakota Department of Transportation

SMEs- Subject Mater Experts

SWD – Strategic Workforce Development

WIC - Women, Infants & Children Program

WIOA- Workforce Innovation and Opportunity Act

SAMPLE JOB APPLICATION

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Name and Address							
Name (First, MI, Last)				Social Security Number			
Mailing Address							
City, State, and Zip Code							
Telephone				Alternate Phone			
If under 18, please list age				Email			
Job Type							
Days/hours available to work							
<input type="checkbox"/> I have no preference.	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
I am seeking a:		<input type="checkbox"/> Full-time job		<input type="checkbox"/> Part-time job		<input type="checkbox"/> Full- or Part-time	
How many hours can you work weekly?				Can you work nights?		Date available to begin	
Additional Information							
Have you ever been employed by this organization in the past?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:							
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No				Driver's license number		Issued in what state?	
Have you had any accidents during the past three years?						How many?	
Have you had any moving violations during the past three years?						How many?	

Education				
School	Location (mailing address)	Years Completed	Major	Degree or Diploma
High School				
College or Business/Trade School				
Military				
Have you even been in the Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date entered	
Are you now a member of the National Guard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Discharge date	
Specialty				

Work Experience		
<i>Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.</i>		
Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Work Experience (continued)		
Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
References		
<i>Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.</i>		
1.		
2.		
3.		
4.		
<i>I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.</i>		
Signature		Date