



SD Roads 2 Jobs

Train the Trainer
FACILITATOR GUIDE

Section 2: Trainer Information

NOTE TO THE TRAINER:

- This training guide conveys methods and recommendations to reach a broad audience.
- This guide is configured for in-person or virtual platforms.
- The program is intended to be a three-hour course taught in a three-module format.

The information presented here is designed to be a tool to support the development of your training. If you are doing a career/job fair, optional content is included as well as sample planning support documents.

Disclaimer: This material is for training purposes only. The information is intended to assist the trainer(s). While we attempt to thoroughly address specific topics, it is not possible to include everything.

Slide 1 • *SDRoads2Jobs*



Build Your Career in Construction

Throughout this Facilitator Guide slides from the companion powerpoint document will serve as visual keys to topic transitions.

Teacher tips and references will always be included in the sidebar.

Before people arrive, prepare an event planning checklist (found in Appendix _____) and use it to ensure everything is ready.

If you are doing a sign in sheet, make sure to prepare it and have it ready at the start of class. A sample participant sign in sheet is included in Appendix ____.

Underlining will be used throughout this document to let the facilitator know which items are blank and need completion in the learners participant guide.

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.

Slide 2 • *HIGHWAY CONSTRUCTION INDUSTRY*



The highway construction industry enables people to pursue a wide range of career opportunities.

U.S. News & World Report has rated it among the best jobs based on analyzed data about salary, unemployment rates, and stress. The road construction industry offers a great opportunity – a career that provides great pay, benefits, and steady work.

Source: www.usnews.com

Employers pay laborers above-average salaries with good benefits. In 2020, the median pay was \$20.67/hour for construction laborers according to the [U.S. Bureau of Labor Statistics](https://www.bls.gov).

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.

source: www.bls.gov

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

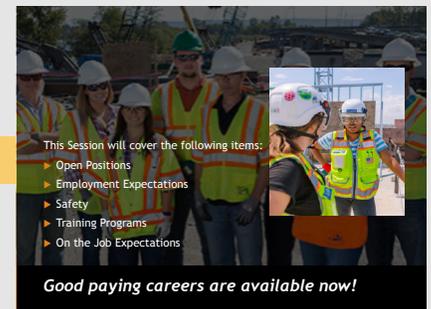
Slide 3 • COURSE OBJECTIVES

Upon completing this course, learners will be able to:

- Assess career pathways
- Recognize high-demand job needs
- Understand available training and education programs
- Appreciate general expectations and requirements of employability in construction related positions



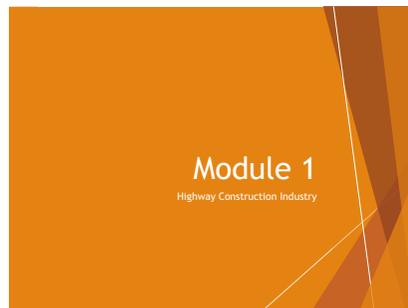
Slide 4 is designed for optional use with Career/Job Fair events.



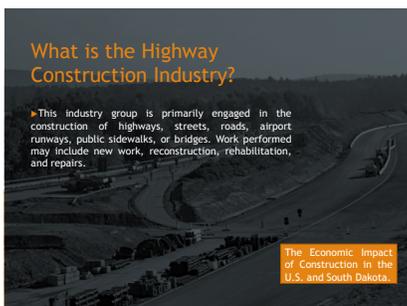
Slide 5 • MODULE 1: HIGHWAY CONSTRUCTION INDUSTRY

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.



Slide 6 • 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.

Students need to fill in the answer to this question in their participant guide.

Slide 7 • 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:

- Delivers better roads and bridges by repairing broken or outdated infrastructure, including 47,000 structurally deficient bridges, before building new highway capacity.
- Modernizes infrastructure with new funding, addressing impactful projects for local, regional, and national transportation networks.
- Measures state-by-state greenhouse gas emissions, with incentives for best performers in carbon pollution reduction, and a new program to fund resilient infrastructure that can withstand the impacts of climate change.
- Dramatically increases funding for development of charging stations and other alternative fueling options for electric and zero-emissions vehicles.
- Addresses rising rates of pedestrian and bicyclist 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 to fund green materials research 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 highway construction.

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.

Have students complete the underlined areas in their participant guide.

Slide 8 • HIGHWAY CONSTRUCTION PROJECTS BUILD/MAINTAIN INFRASTRUCTURE



Highway construction projects build and maintain the infrastructure that is critical to keep the United States economically strong. Projects also provide jobs and inject funds into local and regional communities. Growth has been strong in recent years, with construction spending at all-time high.

A copy of *Slide 8* is in the participant guide.

Slide 9 • WHY WORK IN THE HIGHWAY CONSTRUCTION INDUSTRY?

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.



Why work in the Highway Construction Industry?

Careers in the industry offer many benefits to employees including:

- Be involved in meaningful work
Take pride at what you helped build.
- Salaries and benefits are generous.
- Opportunity to work in different regions and different parts of the state or country.
 - o Near or away
 - o Every job is an adventure.
- Experience different work projects regularly.
- The industry is strong and considered a reliable source of long-term employment.
- Escape the office environment. Get paid for working outside.

[SD.pdf \(agc.org\)](#) is a great reference & resource to view statistics about the Economic Impact of Construction in the United States and South Dakota.

Participants are asked to fill out the main bullets from **Slide 9** in their participant guide.

Slide 10 • 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.



- ▶ **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

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.

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

Optional activity: List jobs available or link to a current job search on a platform like indeed.

Slide 11 • WHERE ARE THE JOBS IN THE HIGHWAY CONSTRUCTION INDUSTRY?

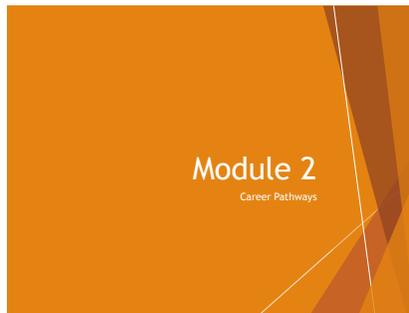


Opportunities are available throughout South Dakota and the country. Most companies are hiring at all skill levels. In addition, there are a wide variety of jobs.

Participants are asked to fill in the answer in their participant guide

Slide 12 • MODULE 2: CAREER PATHWAYS

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.



Slide 13 • MODULE 2: WHAT OPPORTUNITIES ARE AVAILABLE?

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.



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

- A Flagger is one example. 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.

Participants are asked to fill in one example of an entry level position in their participant guide.

Slide 14 •

SAMPLE JOB DESCRIPTION

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.

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.



Ask the class to circle all the matching skills they possess.



Class Exercise:
Which of these requirements do you meet?
Please circle all that apply.

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.

Slide 15 • THE OUTLOOK FOR LONG-TERM EMPLOYMENT IN HIGHWAY CONSTRUCTION IS EXCELLENT.

- According to the U.S. Bureau of Labor Statistics, employment of construction laborers and helpers is projected to grow 7 percent from 2020 to 2030.
- The industry has traditionally been one of the fastest growing throughout the United States, and demand will likely remain strong for the foreseeable future.

▶ 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

Entry-level Positions

- Currently, there are a variety of positions available throughout South Dakota for entry-level workers.
- Currently, there are over 700 open positions in the construction industry in South Dakota (source: SimplyHired 20 Best construction jobs in South Dakota (Hiring Now!) | SimplyHired)
- Many companies have hiring incentives of \$2000 or more.
- Hard work and willingness to learn, open doors and allows workers to advance.

Students fill in the underlined areas.

Slide 16 • CAREER OPPORTUNITIES ENTRY-LEVEL POSITIONS



- General Laborer – Construction workers carry out the plan and get their hands dirty.
- Flagger
- Parts Runner – available for candidates with a good driving record
- Truck Driver w(with or without CDL)

These items are left blank for completion in the participant guide.

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.

Experience on the site provides opportunities for increased responsibilities:

- Assisting craft workers such as carpenters or electricians with their duties, if needed.
- Taking apart or constructing scaffolding, bracing, and other temporary structures for the construction site.
- Operating equipment used in construction sites.
- Digging trenches and backfill holes to prepare for the construction site.

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.

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.

Slide 17 • CAREER OPPORTUNITIES SKILLED 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 technical colleges and trade schools.

Internships provide additional opportunities throughout South Dakota and the United States. For example, currently the SDDOT is offering internships in Watertown, Pierre, Yankton, Custer, Huron, Mitchell, Aberdeen, Mobridge, Winner, Rapid City, Brookings, Sioux Falls, and Belle Fourche. Trainees learn craftsmanship by working under more experienced journeymen and master craftsmen. Some trades do not have licensing requirements but may require certifications. Some trades have rigorous licensing requirements. Researching certification or licensing requirements for specific trades is recommended.

Skilled labor positions include:

- Welder
- Heavy Equipment Operator, Crane Operator
- Concrete Finisher
- Apprenticeships
- Foreman
- Truck Driver (with CDL)
 - o Specialized vehicle driver/operator (may or may not need a CDL)



These items are left blank for completion in the participant guide.

These items are left blank for completion in the participant guide.

These items are left blank for completion in the participant guide.

Slide 18 • CAREER OPPORTUNITIES SKILLED POSITIONS

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.

A **welder** is a tradesperson who specializes in fusing materials together. The materials to be joined can be metals or varieties of plastic or polymer. Welders typically have to have good dexterity and attention to detail, as well as technical knowledge about the materials being joined and best

practices in the field. In 2019 the median salary of a welder was \$42,290. Welders may need a high school diploma, or equivalent, at minimum, but most attend technical school or community college programs to learn their trade, and most employers prefer those with certification.

A **heavy equipment operator** operates heavy equipment used on the job site for engineering and construction projects. Typically, only skilled workers operate heavy equipment, and there is specialized training for learning to use heavy equipment. A heavy equipment operator's job entails ensuring the movement and functioning of heavy machines to carryout specific tasks. The operator drives or controls construction equipment including bulldozers, forklifts, backhoes, dump trucks, cargo trucks, and cranes. According to salary.com, the average Heavy Equipment Operator salary in South Dakota. was \$57,680 as of December 27, 2021.

A **concrete finisher** is a skilled tradesperson who works with concrete by placing, finishing, protecting, and repairing concrete. Concrete finishers pour, level, and smooth concrete for surfaces such as roads, curbs, floors, and sidewalks. Duties may include cutting expansion joints with a power saw, aligning forms to desired depth and pitch, directing the casting of concrete, preparing and cleaning surface areas, and completing moldings using a variety of hand-held and power tools. In South Dakota, the average base salary is \$20.86 per hour. Typically, overtime is available. Time and experience in the job increases pay. Salaries for someone with 3 years experience averages \$24.85 per hour.

An **apprenticeship** is one of the many forms of construction craft training. In a construction apprenticeship program, apprentices learn skills and gain knowledge from experienced professionals. Examples of specializations that might be taught through and apprenticeship include carpentry, masonry, plumbing, and welding. The on-the-job training may accompany study. Apprenticeships can enable practitioners to gain a license to practice in a regulated occupation. Most of the training is done while working for an employer who helps the apprentices learn their trade or profession, in exchange for their continued labor for an agreed period after they have achieved measurable competencies.

Teacher Note:

This is not a comprehensive list of positions. Feel free to share about other positions especially if you have experience or information to share about other positions. These examples are designed to give a wide array of the opportunities available.

All job definitions are left blank in the participant guide.

A foreman will direct and supervise construction workers and troubleshoot on-site problems. They also work with subcontractors to provide accountability for the primary onsite work. They support management of the overall project. This role is generally performed by a senior worker with years of job experience. This person is responsible for overseeing the operations and determining the progress by monitoring plans and schedules. They also work with new employees and train them. They serve as a bridge between workers on the ground and upper management. The average salary for a construction foreman ranges from \$52,475 to \$73,956 in the U.S. Education, location, certifications, industry, and years of experience all factor into wage determinations.

A truck driver with CDL performs a combination of duties. They typically transport materials and goods and also perform some customer service as part of the job. Truck drivers need to inspect their vehicles for mechanical issues relating to safe operation and basic repair work. Successful candidates must have a clean driving record and pass a drug and alcohol test. A reputable truck driver is often going to get paid a higher rate because they are in a high demand field.

Average Salary Information:

Welder

- Median Salary - \$42,290

Heavy Equipment Operator

- Average Salary in 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. 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.

Davis Bacon Wage Rates:

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

Average salary information is left blank in the participant guide.

Slide 19 • 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:

- Apprenticeships
- Career camps
- Seminars (like this one)

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:

- Youth apprenticeship programs
- Adult apprenticeship programs
- On-the-job training programs
- Commercial Driver License (CDL) training
- Certificate programs
- Technical and College degree programs

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.

Underlined items are left blank in the participant guide for learners to complete.

Underlined items are left blank in the participant guide for learners to complete.

Slide 20 • DO YOU HAVE WHAT IT TAKES?

Do you have what it takes?

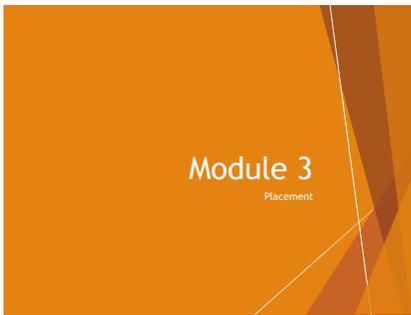
Generally, there are no specific educational requirements for an entry-level position in the highway construction industry.

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.



Slide 21 • MODULE 3: PLACEMENT



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 Participants

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

Slide 22 • TYPICAL JOB REQUIREMENTS INCLUDE:

Education:

Entry-level highway construction jobs have minimal, if any, education requirements. Apprentice laborers, and especially those seeking formal education are expected to have a high school diploma or General Equivalency Diploma (G.E.D.). High school classes in English, math, shop, and welding, as examples, will prove valuable.

Advanced (construction trades) positions require additional training, experience, licensing, and certification. In addition, community or technical colleges offer such courses, and trade study programs.

Coordination: Balance, depth-perception, and hand-eye coordination are critical to accident prevention.

Strength and Endurance: Physical ability to do the work. To walk and carry items. Construction work often requires heavy lifting. Physical fitness may be essential to certain job tasks. Highway construction may require long hours on foot, often performing labor-intensive tasks.

Transportation: Access to reliable transportation will be needed in order to get to job sites. Job sites change throughout the year. In addition, willingness to travel to other cities and states will afford additional opportunities. A driver's license will prove useful.

Background Checks: Employers will likely conduct a thorough background check. Results of the background check do not necessarily eliminate candidates. It may determine when and where you are eligible to work. Keep in mind that many employers require pre-employment drug screenings and random or occasional testing, once hired. US citizenship or green cards are required for employment.

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

All underlined items are left blank in the participant guide.

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.

How can you highlight your soft skills on a resume or application? Can you share them in an interview? Most employers want to know which soft skills you have so find ways to inform them.

Communication Skills:

Effective communication is vital to the successful completion of any construction project. You must have the ability to communicate with cell phone, email, voicemail. Identify the necessary points of contact and use them appropriately.

Communication is key to safety. It is a team effort. The construction industry is focused on safety.

Teacher’s Note: The participants guide has a soft skill activity included.

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?

Slide 23 • 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

SAFETY EXPECTATIONS

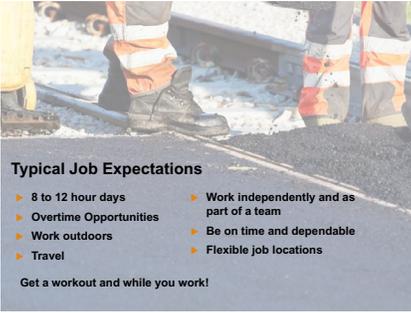
The construction industry is focused on safety. Most companies provide OSHA and other safety training. In addition, they can provide:

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



- ✓ Always dress for the weather
- ✓ Always wear jeans or long pants to work
- ✓ Jewelry and baggy clothes can
- ✓ be a hazard on the job site.

Slide 24 • 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.

The project owner is the person in charge of the construction project. The general contractor is the project owner's "right hand man" (or woman). Architects or engineers are involved in design, safety management, communication. Subcontractors perform specific roles on projects. Suppliers provide a variety of materials used on a project. Inspectors monitor construction sites throughout all phases of the project. The superintendent oversees the operations of a construction site. It is important to know who you report to and what is expected on the job.

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

Underlined items are blanks to fill in the participant guide.

Teachers Note: Play video!

Slide 25 • VIDEO



https://www.youtube.com/watch?v=TQkB7rABOZU&feature=emb_logo

**Slide 26 • LOCATING CAREER OPPORTUNITIES -
WHERE TO FIND A JOB IN CONSTRUCTION?**



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

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 training and education for people seeking employment in South Dakota. Links to jobs and training opportunities, programs, forms, and more on the DLR's website. Additionally, there are 16 local job service offices throughout the state. Staff are happy to help people find jobs.

Local contractors. Contact local companies about opportunities.

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

Networking. Develop contacts in the industry and be on the lookout for networking events; these are often listed on the DLR or networking sites such as meetup.com and Eventbrite. Social media can be a good source, as well.

- Referrals/Word of Mouth

Employment agencies. Staffing agencies are a great resource for workers. They focus on matching worker skills with suitable jobs and, there is generally no charge to you for using their services. The DLR is one example; other agencies in South Dakota include Kelly Services and Adecco Staffing.

Attending job fairs. Job seekers attend career fairs to ask questions about interests and opportunities. Job fairs broaden knowledge and help land positions. There are many sources to find job fairs including:

- Contractor Websites
- Newspapers
- Radio
- Flyers

Underlined items are blank in the participant guide.

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



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:

- Employment information and experience
- Can be paid or volunteer
- Education experiences
- Skills or Certifications
- Contact information
- References

A Sample Application is included in Appendix D of the participant guide. It is recommended that you fill that out to use as a template when you apply for a job.

Interviewing:

Before the interview, **research the company's services, projects, and clients.** This shows interest in working for the company. It also helps prepare interviewees to ask questions. Prepare a list of questions; Employers expect interviewees to ask questions.

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.

Arriving 15 minutes prior to scheduled appointment times makes an impression on employers. Come prepared. Bring a completed application and/or a resume.

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.

The underlined items are all blank to be filled in the participant guide.



Post-Interview Follow-up

Send a thank you note to interviewer.

Think of it as a follow-up “sales” pitch; reiterate interest in the job, highlight qualifications, and mention significant contributions to this position. This is also the perfect opportunity to ask questions and to discuss anything of importance the interviewer failed to mention.



Slide 28 • THE CONSTRUCTION INDUSTRY IS LOOKING FOR YOU



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?



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.

Slide 29 is designed for optional use with Career/Job Fair events.



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.

Slide 30 • THANK YOU AND GOOD LUCK!



See Appendix O in the program guide for a sample evaluation survey.

See Appendix P in the program guide for a sample certificate of completion.

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.

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