



Associated General Contractors of Iowa

# TRAINING CALENDAR 2017



## Course Schedule

### January 2017

Stepping Up to Supervisor  
STP Unit 4 (Not covered by IDOT Funds)

January 24  
January 26 & 27

### February 2017

STP Unit 6 (Not covered by IDOT Funds)  
OSHA 10 Hour  
Plan Reading/Staking & Surveying  
Bridge Culvert Carpentry  
NCCCO Prep Course & Certification

February 7 & 8  
February 9 & 10  
February 14  
February 15-17  
February 27 & 28 - March 1-3

### March 2017

Truck Driver Refresher  
Welding Refresher  
AWS Certification  
OSHA 10 Hour for Hispanics  
Competent Person  
Heavy Equipment Operator

March 8  
March 13-15  
March 16 & 17  
March 21 & 22  
March 23  
March 27 - 31

### Per Request of Contractor

Toolbox Integration course for Hispanic workers and American supervisors (TICHA)  
Crane Inspection & Certification

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### In-House Training:

AGCI offers a number of classes around the state, but often companies have enough people interested and would like to hold a class as an in-house program. The minimum and maximum number of students required to hold a class depends on the class being offered. Any member can host an in-house class or join with another member in the area to hold classes. These can be classes that are currently being offered or they can be new classes that have never been offered. If you have questions or are interested in training in-house, please feel free to contact AGCI and we will work with you.

### For questions or to register for Training please contact:

**Associated General Contractors of Iowa**  
**Becky Bales**  
**Director of Education**  
**Ph: 800-728-2424 or 515-283-2424**  
**Cell 515-681-2824**  
[bbales@acgcia.org](mailto:bbales@acgcia.org)

**\*\*\*\*If you want to use money from the IDOT general pool funds. Money must be requested before the class is offered**

## **Stepping Up to Supervisor**

**Date/Location:** January 24

**Location:** EFCO – Des Moines, Iowa

**Cost:** \$225

**Time:** 8:00 a.m. – 5:00 p.m.

**Instructor:** David Dickinson, Vice-President of Dickinson Co., Inc.

**Target Audience:** Field employees, foreman or anyone getting ready to move to a supervisory position

This course is for new supervisors, leadmen, journeymen, and future foreman. Participants will gain new supervisory techniques and skills in three important areas: meeting the challenge and what it means to be a supervisor, fitting four basic fundamentals into your style and dealing with 15 special situations. Each participant will receive their own Stepping Up to Supervisor book and a free pocket checklist – a laminated, fold-up card with 22 key checklists that summarize the ideas, techniques, and skills presented in the workshop plus other important topics from the books.

Class size:     Maximum 35  
                  Minimum 10

## **Unit 4 – Contract Documents**

**STP – Supervisory Training Program (not covered by Iowa DOT funds)**

**Date:** January 26 & 27

**Location:** EFCO – Des Moines, Iowa

**Cost:** \$250

**Time:** 8:00 a.m. – 5:00 p.m.

**Instructor:** Dave Dickinson, Dickinson Co. Inc.

**Target Audience:** Project supervisors, project managers, estimators, controllers, owners or anyone wanting to improve the construction supervisor's ability to lead and motivate others.

This course will provide information about contract documents and construction law to help supervisors recognize the roles and responsibilities of all contracted parties, to develop an understanding of how contract documents can be helpful to solve problems and resolve conflicts, and to develop positive relationships between all parties in the construction process.

- Introduction to contract documents and construction law
- Creating a positive environment through partnering
- Contractual relationships
- Contract forms and documents
- Managing general conditions
- Good documentation practices
- Changes
- Differing site conditions
- Time impacts
- Negotiation of resolutions

Class size:     Minimum 8

## **Unit 6 – Risk Management and Problem Solving**

### **STP – Supervisory Training Program (not covered by Iowa DOT funds)**

**Date:** February 7 & 8

**Location:** EFCO, Des Moines, Iowa

**Cost:** \$250

**Time:** 8:00 a.m. – 5:00 p.m.

**Instructor:** Dave Dickinson, Dickinson Co. Inc.

**Target Audience:** Project supervisors, foreman, project managers and anyone that may be moving into a supervisory position

This course will cover the roles and responsibilities of a construction supervisor in accident prevention and loss control.

- Safety leadership, communication and expectations
- Planning for site safety
- Site safety management
- Site security and protection
- Multi-employer jobsite safety
- Construction risk management
- Safety and human resources
- Regulatory procedures, record keeping and documents

Minimum 8

## **OSHA 10 Hour**

**Due to OSHA mandates the OSHA 10 Hour class now will be taught in a 2 day timeframe.**

**Date:** February 9 & 10

**Location:** EFCO, Des Moines, Iowa

**Cost:** \$250

**Time:** 8:00 a.m. – 5:00 p.m. (first day)

8:00 a.m. – Noon (second day)

**Instructor:** Troy Porter, MBI

**Target audience:** Anyone who does work in the private sector requiring OSHA 10 Hour or anyone wanting to get a general understanding of overall project safety

Attendees of the 10 Hour OSHA class will walk away from this training with knowledge of OSHA requirements, the importance of learning and adhering to proper safety procedure, as well as practical understanding of why safety conscious behavior is vital for each and every worker on the jobsite. Attendees will receive a 10 Hour card.

Topics Covered:

Introductions to OSHA Standards

Hand & Power Tools

Fall Protection

Trenching & Shoring

Hazards Communication

Ladders & Scaffolding

Material Handling Storage

Electrical

Excavation

Health Hazards & Personal Protection Equipment

Fire Protection & Prevention

Class Size: Minimum 10

## **Plan Reading/Staking and Surveying**

**Date:** February 14

**Location:** EFCO, Des Moines

**Cost:** \$275

**Time:** 8:00 a.m. – 5:00 p.m.

**Instructors:** Nels Overgaard, Cramer & Associates

**Target Audience:** Field employees, office staff or anyone wanting to gain a basic understanding of plan reading/staking and surveying

This course is a comprehensive introduction to engineering plan reading and an interpretation of surveying stakes. There will also be an introduction to the basic fundamentals of theodolites, total stations and leveling procedures. Participants will gain both classroom and hands-on experience.

Class size:     Maximum 20  
                  Minimum 8

## **Bridge/Culvert Carpentry**

**Date:** February 15, 16 & 17

**Location:** EFCO, Des Moines, Iowa

**Cost:** \$1500

**Time:** 8:00 a.m. – 5:00 p.m.

**Instructor:** Industry Experts

**Target Audience:** Laborers wanting to develop skills or anyone trying to gain an understanding or refresh their bridge/culvert carpentry skills

This course will cover aspects of bridge carpentry including columns, caps and bridge decks with a major emphasis on hands on skills and classroom instruction. It will also cover aspects of box culvert and invert construction with a major emphasis on hands-on skills and classroom instruction. Participants will assemble and cycle gang forms. They will also assemble and cycle a box culvert and measure actual time vs. planned time. Hands-on skills will include both metal and wood forms. This course is good for someone wanting to develop plan reading skills.

### **Course content includes:**

Develop "Site planning and daily work schedules"

Planning/scheduling and writing out a daily work schedule

Erection Drawings

Pour Pressure

Basic survey elevations

Safety

Class size:     Maximum 12  
                  Minimum 8

# **NCCCO Prep Course and Certification (National Commission for Certification of Crane Operators)**

**Date:** February 27 & 28 – March 1-3 (Registration deadline February 17)

**Location:** Des Moines

**Cost:** \$2000

**Time:** 8:00 a.m. – 3:00 p.m.

**Mon.-Wed.** Prep Modules and Load Chart Problems

**Thursday** Practical Exam

**Friday** Written Exam

**Instructor:** Brent Miller and Jim Falbo – AGC of Wisconsin

Minimum 10

**Target Audience:** Any individual who operates a crane or manages crane safety should attend this program.

The purpose of the Professional Crane Operator program is to help you become a better crane operator by learning safe and efficient practices. Upon completion of this program you will understand various operational and safety principles and practices that can be used every day.

**Course content:** This program will be presented as a self paced workshop. It contains eight learning modules that will be delivered in a four-day sequence. You must complete one module before moving on to the next. Each module deals with specific topics about crane operations and safety.

## **Why Should You Attend?**

Current rules and regulations for safe crane operation have been established by the Occupational Safety and Health Administration (OSHA), the American National Standards Institute (ANSI) and the Power Crane and Shovel Association (PCSA). However, more and more owners are requiring that your crane operators hold a professional license. OSHA is also reviewing a proposal for the certification of crane operators. This program was developed to give your operators the additional tools needed to meet all of these requirements and more. Regardless of Local, State and Federal requirements this program will help make you a better crane operator by learning safe and efficient practices that can be used every day.

## **Topics Covered Include:**

**Module 1 – Rules and Regulations:** The first module will cover the rules and regulations for safe crane operation developed by the Occupational Safety and Health Administration (OSHA), the American National Standards Institute (ANSI) and the Power Crane and Shovel Association (PCSA)

**Module 2 – Site Review and Set-up:** This module covers the different types of conditions that are encountered on construction sites. It will also cover site evaluations for set-up and safe operation.

**Module 3 – Operations:** This module will cover the many tasks performed each day and provide guidance that will help you pre-plan and carry out safe crane operations.

**Module 4 – Conditions that Affect Operations:** This module will cover the many different site conditions that are less than ideal while stressing the fact that crane manufacturers test under ideal lab conditions.

**Module 5 – Basic Rigging and Wire Rope:** This module covers the types of rigging equipment, classifications along with safe wire rope practices and procedures.

**Module 6 – Maintenance and Inspections:** This module provides an overview of the OSHA an ANSI requirement for inspections and maintenance.

**Module 7 – Load Charts:** This module reviews how to use load charts to determine safe crane capacity. Load chart manuals and exercises will simulate real job situations in which safe capacities must be determined.

**Module 8 – Crane Types:** This module will cover the basic types of cranes and the operations encountered for each type of crane.

## **Crane Types to Choose From**

1. Lattice Boom
2. Lattice Boom Truck Crane
3. Fixed Cab Crane
4. Swing Cab Crane

## **Truck Driver Refresher**

**Date:** March 8 – DMACC Transportation Institute, Des Moines, Iowa

**Location:** Listed above

**Cost:** \$375

**Time:** 8:00 a.m. – 5:00 p.m.

**Instructor:** Len Mash, DMACC

**Target Audience:** New hires, current drivers or anyone needing a refresher

This course is designed to give truck drivers (ready-mix, dump truck, etc.) with a CDL (B coverage) a refresher in the areas of backing, overhead lines, pre-trip inspection, tire checking and overall safety. Participants will improve driving skills for those needing a refresher and should also help with insurance rates for those with safety concerns in the past. The course will include both classroom and hands-on training. Participants will receive an evaluation following the completion of the hands-on training.

Class size:     Maximum 18  
                  Minimum 10

## **Welding Refresher**

**Date:** March 13, 14 & 15

**Location:** Ankeny, DMACC

**Cost:** \$1450 (Includes course and materials for hands-on experience)

**Time:** 8:00 a.m. – 5:00 p.m.

**Instructor:** Bill Morgan – DMACC Welding Instructor

**Target Audience:** New hires wanting to gain welding skills and current employees needing a refresher before taking the IDOT Certification

This course provides a refresher to welding with an emphasis on needs for the construction industry. Students will have a small amount of classroom time but will gain experience from hands-on practice with instruction from a qualified welding instructor. Participants of this course will receive knowledge that will help them prepare for the DOT certification

Students will learn safety, common welding joints, electrode selection and characteristics of the electrodes. Following the course, students will have gained a working knowledge of safety, joints that are used, proper electrode selection and characteristics of electrodes.

**It is strongly encouraged to take this course before taking the DOT Certification even if you are an experienced welder.**

Class size:     Maximum 15  
                  Minimum 10

## **IDOT Welding Certification**

**Date: March 16 & 17**

**Location: Ankeny – DMACC**

**Cost: \$1600 (Includes materials for hands-on and DOT Certification)**

**Time: 8:00 a.m. – 5:00 p.m.**

**Instructor: Bill Morgan – DMACC Welding Instructor**

**Target Audience: Experienced Welders**

This testing will provide the employee the opportunity to qualify to become a certified structural welder for limited thickness and unlimited thickness depending on plate thickness used in testing. (Limited thickness testing is done on 3/8" plate and unlimited thickness is on 1" plate) The position(s) tested in will determine what position(s) the employee is qualified to perform.

A representative from the IDOT will be present during the testing for those needing the IDOT Welding Requirement.

Class size:     Maximum 15  
                  Minimum 10

## **Competent Person Training for Excavation**

**Date: March 23**

**Location: EFCO, Des Moines, IA**

**Cost: \$275**

**Time: 8:00 a.m. – 5:00 p.m.**

**Instructor: Darrell Brown, RBS Safety**

**Target Audience: Field supervisors, foreman, equipment operators or anyone responsible for trenching operations to be trained as a competent person**

The OSHA excavation standard has a requirement that there be a Competent Person responsible for every excavation. Part of the requirement is that the Competent Person has a working knowledge of the OSHA standards. This class is designed to help the participant fulfill that part of the qualification process to be the Competent Person. The subjects that will be covered include:

- General Requirements and Definitions
- Hazard Recognition and Prevention
- Soil Identification and Testing
- Selection and use of Protective Systems

Upon the successful completion of this course, the participant will receive a certification card from the National Utility Contractors Association stating that they have met the knowledge requirement section for a Competent Person.

Class Size:     Minimum 10



## **OSHA 10 Hour For Hispanics**

**Due to OSHA mandates the OSHA 10 Hour class  
now will be taught in a 2 day timeframe.**

**Date:** March 21 & 22

**Location:** EFCO, Des Moines, Iowa

**Cost:** \$300

**Time:** 8:00 a.m. – 5:00 p.m. (first day)

8:00 a.m. – Noon (second day)

**Instructor:** Walter Marroquin, Topeka, Kansas

**Target audience:** Anyone who does work in the private sector requiring OSHA 10 Hour or anyone wanting to get a general understanding of overall project safety

Attendees of the 10 Hour OSHA class will walk away from this training with knowledge of OSHA requirements, the importance of learning and adhering to proper safety procedure, as well as practical understanding of why safety conscious behavior is vital for each and every worker on the jobsite. Attendees will receive a 10 Hour card.

Topics Covered:

Introductions to OSHA Standards

Hand & Power Tools

Fall Protection

Trenching & Shoring

Hazards Communication

Ladders & Scaffolding

Material Handling Storage

Electrical

Excavation

Health Hazards & Personal Protection Equipment

Fire Protection & Prevention

Class Size: Minimum 35

## **Heavy Equipment Operator**

**Date:** March 27 - 31 (Deadline to Register is March 1)

**Location:** Camp Dodge, Johnston, Iowa

**Cost:** \$1,500 (Includes course and books)

**Time:** 8:00 a.m. – 5:00 p.m.

**Instructor(s):** Numerous Industry Professionals

**Target Audience:** New hires, retraining of current operators, current laborers wanting to move to equipment operators.

This course is designed for entry-level operators or for operators transitioning from one type of machine to another. Basic understanding of the function of the machine and its operation will be enhanced with seat time devoted to operator techniques as well as operator maintenance.

Trainees will be allowed to train on one piece of heavy equipment. Choices are: Scraper, Bulldozer, Six Wheel Truck, Excavator, Grader, End-loader, Tractor Loader, and Backhoe

**Course content includes:**

**Machine Specific Training**

Operator Techniques/Safety

Operator Safety

Pre-Operation Inspection

Operator Maintenance

**Additional Training**

Stationing

Stake Reading

Elementary Surveying

Soils

Class size: Maximum of 10 per piece of equipment  
Minimum of 5 per piece of equipment  
Minimum of 12 people enrolled to offer the class

## Training Programs on Current Employment Issues

Employment Issues Training	Live Webinars or Pre-Recorded Trainings* (now available)
<b>Anti-Harassment</b> – ensure your employees understand unwelcome verbal or physical conduct against an employee is not tolerated.	
<b>Supervisory Skills</b> – improving first-line managers and their ability to proactively solve problems.	
<b>Generational Differences</b> – increase awareness of 5 different generations in the workforce and strategies for effective communication.	
<b>Diversity and Respect</b> – employees from different backgrounds make for a more creative atmosphere and can adapt more quickly to diversity.	
<b>Leadership Development</b> – take employees to the next level by expanding their capacity for a leadership role within your business.	
<b>Team Building</b> – learn to share expectations while increasing trust and support within a group of employees.	
<b>Performance Management</b> – improve a manager’s ability to communicate more effectively with employees to achieve success	

\*Prices for live webinars begin at \$250 per person with a 6 person minimum. The topic specific pre-recorded videos begin at \$400 (not covered by Iowa DOT funds).

Contact Becky Bales @ 515-283-2424

[bbales@agcia.org](mailto:bbales@agcia.org)

# **Toolbox Integration Course for Hispanic workers and American supervisors (TICHA)**

**Date/Location:** As Requested by Contractors

**Time:** 8 hours

**Instructor:** Fernando Aveiga

**Target audience:** Anyone who would like a better working relationship with Hispanic workers and Supervisors.

Consists of ten modules covering basic terms in English and Spanish (words, colors, body parts, and numbers), as well as terms related to safety and the workplace. These materials are presented in a unique fashion centered on developing and nurturing personal relationships between workers and supervisors. The class should have similar numbers of Hispanics and Americans present.

The training session would be two days of 4 hours each. In a typical day's training exercise, the workers would ask the supervisor to say the word for "trowel" in Spanish (paleta), often by pointing at the picture in the training material. The supervisor would then ask one of the workers how to say "chaleco" in English (safety vest). The cultural aspect to this process lies in educating the workers that it is acceptable to ask questions and that a question is preferable to a mistake. The supervisor thus learns that the workers are not accustomed to asking questions of their bosses. By encouraging questioning in a non-threatening environment (one in which there is no penalty for asking), relationships are improved and differences are reduced and understood.

This integrated program of language and cross-cultural training can improve interpersonal relations and communications, yielding improvements in work quality, safety, and employee retention.



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**Associated General Contractors of Iowa**

**Associated General Contractors of Iowa  
701 E. Court Avenue, Suite B  
Des Moines, IA 50309  
Phone 515-283-2424 • 800-728-2424  
Fax 515-244-6289**