

# **Job Training Program Workforce Development Worker – Lead Service Line Replacement Program Guidelines**

## **PROGRAM DESCRIPTION**

This program will serve as a workforce development in preparation for becoming a Public Works Water Worker I and Public Works Maintenance Worker I. The job description is generally similar to that of the Water Worker I and Maintenance Worker I positions, but in a learning capacity. Participants will be required to meet increasingly stringent requirements as they advance through the program. Failure to meet program guidelines in a specified timeframe may result in termination. Maximum duration for participation is one - two years, depending on fiscal year funding.

Workforce Development workers will be assigned to the distribution, sewer, or streets divisions based on staffing needs. The duration in each section will be approximately six to twelve months.

## **PROGRAM GUIDELINES**

### **Entry Level Requirements**

- At least 18 years of age
- High school diploma/ GED
- Possession of (or ability to obtain) a valid driver's license and a safe driving record.
- Ability to obtain a Class B or higher CDL driver's license with air brakes endorsement
- Ability to pass physical test
- Ability to pass a drug and alcohol test
- Ability to pass basic written test
- Evanston resident (zip code 60201 or 60202)

Evaluation to determine if applicants meet entry level requirements will occur prior to issuing an invitation to program.

### **Year 1**

#### **Level One Requirements**

- No more than two tardies in the first six months. Tardy is defined as showing up more than one minute later than assigned reporting time.
- No more than three (un-paid) excused absences in the first six months. An excused absence is defined as an absence in which the program

participant notified the supervisor at least 48 hours in advance and the supervisor approved the absence. One absence may be considered “emergency”, in which less than 48 hours notice is given.

- Actively participates in learning and performing by asking questions, taking directions and accepting constructive feedback.

Evaluation to determine if program participant is ready to advance to Level Two will occur following the first six months of the workforce development. Failure to meet Level One requirements may result in an additional six month evaluation period or termination from the program.

### **Level Two Requirements**

- No more than three tardies in the first twelve months of the program.
- No more than ten (un-paid) excused absences in the first twelve months of the program. Up to three absences may be considered “emergency”, in which less than 48 hours notice is given. In all cases, notification to the supervisor must be given at least 15 minutes prior to the start of the shift. Failure to give proper notification may result in termination from the program.
- Actively participates in learning and performing by asking questions, taking directions, accepting constructive feedback and showing some individual initiative.
- Possession of a Class B CDL with air brake endorsement within the first six months working in either distribution or sewer divisions.

Evaluation to determine if participant is meeting Level Two requirements will occur six months following a positive evaluation in which the workforce development worker has met the Level One requirements. Failure to meet Level Two requirements may result in an additional six month evaluation period or termination from the program.

### **Year 2 (if applicable)**

#### **Level Three Requirements**

- No more than three tardies in the final twelve months of the program.
- No more than ten (un-paid) excused absences in the final twelve months of the program. Up to three absences may be considered “emergency”, in which less than 48 hours notice is given. In all cases, notification to the supervisor must be given at least 15 minutes prior to the start of the shift. Failure to give proper notification may result in termination from the program.
- Actively participates in learning and performing by asking questions when necessary, taking directions, accepting constructive feedback and regularly showing individual initiative.

Evaluation to determine if participant is meeting Level Three requirements will occur six months following a positive evaluation in which the intern has met the Level Two requirements. Failure to meet Level Three requirements may result in an additional six month evaluation period or termination from the program.

### **COMPENSATION**

- All workforce development workers must work 40 hours/week. Work hours will be determined by the section to which the employee is assigned.
- Compensation is at the following levels:
  - Level One - \$18.00/hr.
  - Level Two - \$20.00/hr.
  - Level Three - \$22.00/hr.
- Workforce development workers will not be eligible to work overtime.
- All absences will be unpaid.
- Basic health insurance benefits effective the first day of the month following employment.

### **BENEFITS OF PARTICIPATION IN THE WORKFORCE DEVELOPMENT PROGRAM**

Successful completion of the program will result in the following benefits to participants:

- Introduction to the water and sewer industry.
- Basic knowledge of water and sewer industry sufficient to pass a Water Worker I written test.
- Possession of a CDL license.
- Confined space training and experience working in confined spaces.
- References and experience beneficial to obtain full-time employment in the water and sewer industry.

If a person in the Workforce Development program is hired into a regular full-time or part-time position in the City, the date of hire is the start date of the regular City position.