



**JOB**

**COMPETENCY**

**REQUIREMENTS**

**FOR**

**PAVING**

JCR-CS114 / JUNE 2010

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**NAME/WORKGROUP**

Author: Jose Rodrigues  
Owner: CS Manager  
Reviewers: CS Manager, CS Coach, CSW Lead Worker, CSW II

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## PAVING

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

This page is to be used as a record of satisfactory completion of designated sections of the Job Competency Requirements (JCR). Only designated individuals may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout will cover every item to demonstrate the examinee's knowledge, skill and abilities. It is important that qualifiers sign off on a trainee's proficiency only after the proficiency has been adequately demonstrated.

This qualification section is to be kept in the individual's training jacket.

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The employee has completed all JCR requirements for this equipment. Recommend designation as qualified in Paving.

QUALIFIED \_\_\_\_\_  
Coach

DATE \_\_\_\_\_

REVIEWED \_\_\_\_\_  
Manager

DATE \_\_\_\_\_

TRAINING RECORD ENTRY \_\_\_\_\_  
Technical Training Coordinator

DATE \_\_\_\_\_

**FILE THIS PAGE IN TRAINING RECORD  
RETURN JCR TO COACH**

## INTRODUCTION

### JCR PROGRAM

THIS JOB COMPETENCY REQUIREMENTS (JCR) PROGRAM IS A QUALIFICATION SYSTEM FOR DISTRICT EMPLOYEES WHERE CERTIFICATION OF A MINIMUM LEVEL OF COMPETENCY IS REQUIRED PRIOR TO QUALIFYING TO PERFORM SPECIFIC DUTIES. A JCR IS A COMPILATION OF THE MINIMUM KNOWLEDGE AND SKILLS THAT AN INDIVIDUAL MUST DEMONSTRATE IN ORDER TO QUALIFY TO OPERATE EQUIPMENT OR PERFORM OTHER SPECIFIC ROUTINE DUTIES NECESSARY FOR THE SAFETY, SECURITY OR PROPER OPERATION OF DISTRICT EQUIPMENT OR SUPPORT SYSTEMS. THE OBJECTIVE OF THIS JCR IS TO STANDARDIZE AND FACILITATE THESE QUALIFICATIONS. THIS JCR SERVES AS THE INITIAL COMPETENCY ASSESSMENT.

### CANCELLATION

NONE

### JCR OWNER

COLLECTION SERVICES IS THE OWNER OF THIS JCR AND OVERSEES THE PROCESS OF MONITORING AND UPDATING THIS DOCUMENT FROM THE STANDPOINT OF TECHNICAL CONTENT AND RELEVANCE WITHIN THE WASTEWATER COMMUNITY.

### QUALIFIER

THE JCR QUALIFIER IS DESIGNATED IN WRITING BY THE APPROPRIATE MANAGER TO SIGN OFF INDIVIDUAL TASKS QUALIFIERS. NORMALLY, THEY WILL BE THOSE HAVING ALREADY MASTERED THE SKILLS REQUIRED TO COMPLETE THIS JCR. THE NAMES OF DESIGNATED QUALIFIERS SHOULD BE MADE KNOWN TO ALL MEMBERS OF USD. THE LIST WILL BE MAINTAINED BY THE TECHNICAL TRAINING COORDINATOR WITH INPUTS FROM THE VARIOUS MANAGERS.

THE 300 TASK SECTION IS USED BY QUALIFIERS AND/OR ASSESSORS TO AID IN DETERMINING THE EMPLOYEES ABILITY TO ACCOMPLISH COMPETENCIES. ANSWER YES OR NO FOR EACH COMPETENCY. IF ANSWERED WITH A NO, PLEASE INDICATE WHETHER IT WAS ONE OF THE FOLLOWING REASONS WHICH CAUSED THE EMPLOYEE TO NOT ACCOMPLISH THE COMPETENCY:

- **“T” = TRAINING.** INFORMATION WAS NOT SUCCESSFULLY TRANSFERRED FROM TRAINER TO EMPLOYEE. (CLASSROOM, ON-THE-JOB (OJT), COMPUTER BASED, ETC.)
- **“M” = MATERIAL.** WAS THE EQUIPMENT AND/OR TOOLS INOPERATIVE OR DEFECTIVE THUS AFFECTING THE EMPLOYEES ABILITY TO ACCOMPLISH THE TASK. WAS THE EQUIPMENT NOT TO SPECIFICATION? TOO OLD? A NEW PIECE OF EQUIPMENT? WAS THE DOCUMENTATION INADEQUATE OR WRONG?
- **“KSA” = KNOWLEDGE, SKILL, ABILITY (KSA).** DID THE EMPLOYEE NOT HAVE THE REQUISITE KSA TO ACCOMPLISH THE TASK.
- **“E” = ENVIRONMENT.** DID THE TRAINING ENVIRONMENT AFFECT THE EMPLOYEE ACCOMPLISHMENT OF THE TASK. ENVIRONMENTAL FACTORS INCLUDE: TIME CONSTRAINTS AND TEMPERATURE/WEATHER.

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THE FOLLOWING IS A SAMPLE LINE ITEM:

300.10	RAKE THE FINAL LIFT (A B)	YES <b>Y</b> NO	REASON
Remarks:			
_____ <i>Joe Somebody</i> _____ (Qualifier/Date)			
300.11	COMPACT AC WITH ROLLER WACKER (A B)	YES <b>N</b> NO	REASON <b>T</b>
Remarks: <i>Started in middle and worked outward causing the AC on the edges to overflow the patch. Slight damage to old AC.</i>			
_____ (Qualifier/Date)			

## **CONTENTS**

JCR IS DIVIDED INTO THREE SECTIONS. THE 100 SECTION (FUNDAMENTALS) CONTAINS THE FUNDAMENTAL KNOWLEDGE FROM TECHNICAL MANUALS AND OTHER TEXTS NECESSARY TO SATISFACTORILY UNDERSTAND THE DUTIES REQUIRED OF THIS EQUIPMENT OR SYSTEM. THE 200 SECTION (SYSTEMS) IS DESIGNED TO ACQUAINT YOU WITH THE SYSTEMS YOU WILL BE REQUIRED TO OPERATE. THE 300 SECTION (TASKS) WILL REQUIRE YOU TO SATISFACTORILY PERFORM A SERIES OF TASKS IN ORDER TO ACHIEVE FINAL JCR QUALIFICATION. REFERENCES USED DURING THE WRITING OF THIS JCR PACKAGE REFERENCES WERE THE LATEST AVAILABLE TO THE DEVELOPERS. HOWEVER, THE MOST CURRENT REFERENCES AVAILABLE SHOULD BE USED WHEN QUALIFYING WITH THIS STANDARD.

## **EMPLOYEE**

YOUR COACH WILL TELL YOU WHICH TASKS YOU ARE TO COMPLETE AND IN WHAT ORDER. YOU MAY BE REQUIRED TO COMPLETE ANOTHER JCR, ATTEND AN OFF-SITE TRAINING/EDUCATIONAL COURSE, OR MEET THE OTHER REQUIREMENTS SPECIFIED IN THIS JCR. IF YOU HAVE ANY QUESTIONS OR ARE UNABLE TO LOCATE REFERENCES, CONTACT YOUR COACH, TRAINING STAR POINT OR A DESIGNATED QUALIFIER. GOOD LUCK!

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PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL QUALIFICATION.

COURSES:

PAVING (CS114-C)

COMPLETED \_\_\_\_\_  
(COMPLETED / DATE)

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**100 TOPIC (FUNDAMENTALS)**

100.1 DEFINE THE TYPE OF ASPHALT MIX USED AT USD

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(Qualifier/Date)

100.2 DISCUSS THE HAZARDS WORKING AROUND HOT MIX ASPHALT

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(Qualifier/Date)

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**200 TOPIC (SYSTEMS)**

**QUESTIONS**

SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- A. What models/types/methods are available?
- B. Where is it located?
- C. How does it operate? How is it used? What is it used for?
- D. What maintenance is done to ensure proper operation?
- E. What are its contents?
- F. What are the probable indications if this component fails?

200.1 DISCUSS THE FOLLOWING:

- 1. ASPHALT RAKE (LUTE)
- 2. TORCH KIT WITH GAS
- 3. SAND

B  
A C  
C

\_\_\_\_\_  
(Qualifier/Date)

200.2 ASPHALT

A B

\_\_\_\_\_  
(Qualifier/Date)

200.3 CONSTRUCTION TRUCK

A B C

\_\_\_\_\_  
(Qualifier/Date)

200.4 UTILITY COMPACTOR (AKA ROLLER)

A B C D E F

\_\_\_\_\_  
(Qualifier/Date)

200.5 UTILITY TRAILER

A B C E

\_\_\_\_\_  
(Qualifier/Date)

200.6 TAMPING RAMMER

A B C D

\_\_\_\_\_  
(Qualifier/Date)

200.7 ONE-WAY PLATE COMPACTOR

A B C D

\_\_\_\_\_  
(Qualifier/Date)



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<b>200</b>	<b>TOPIC (SYSTEMS)</b>	<b>QUESTIONS</b>
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200.8	EMULSION SPRAYER	A B C D
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(Qualifier/Date)

200.9	SS1H EMULSION OIL	A B C
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(Qualifier/Date)

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<b>300 TOPIC (OPERATOR TASKS)</b>	<b>YES / NO</b>	<b>REASON</b>
<u>TASKS</u> For the tasks listed below: A. What are the steps of this procedure? B. What are the reasons for each step? C. What control/coordination is required? D. What means of communications are used? E. What safety precautions must be observed? F. Satisfactorily perform this task.		
<b>300.1 POST NO PARKING SIGNS (A B)</b>	<b>YES / NO</b>	<b>REASON</b>
Remarks:		
_____		
(Qualifier/Date)		
<b>300.2 ORDER ASPHALT (A B C)</b>	<b>YES / NO</b>	<b>REASON</b>
Remarks:		
_____		
(Qualifier/Date)		
<b>300.3 OBTAIN ASPHALT ( A B C D E)</b>	<b>YES / NO</b>	<b>REASON</b>
Remarks:		
_____		
(Qualifier/Date)		

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300.4 CALL INSPECTOR (A)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		
300.5 CONDUCT EQUIPMENT AND VEHICLE PRE-CHECKS (A D E)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		
300.6 SETUP TRAFFIC CONTROL (A B C D E)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		
300.7 OIL THE TRENCH (A B E)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		

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300.8 CONDUCT FIRST AND SECOND LIFT OF AC (A B C E)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		
300.9 CONDUCT FINAL LIFT OF AC (A B)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		
300.10 RAKE THE FINAL LIFT (A B)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		
300.11 COMPACT AC (A B E)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		

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300.12 CONDUCT SECOND COMPACTION (A B C)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		
300.13 CONDUCT FINAL ROLL OVER PATCH (A B C)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		
300.14 OIL THE EDGES (A B)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		
300.15 INSTALL A COLD PATCH (A B)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		

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300.16 PAVE AROUND A MANHOLE (A B C)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		
300.17 STOW ALL EQUIPMENT AND REMOVE TRAFFIC CONTROL (A B)	YES / NO	REASON
Remarks:		
_____		
(Qualifier/Date)		

**302 FINAL QUALIFICATION CRITERIA**

DEMONSTRATION OF KNOWLEDGE, SKILL AND ABILITY

302.1 Complete a paving job three times under qualified supervision

\_\_\_\_\_  
(Qualifier/Date)

\_\_\_\_\_  
(Qualifier/Date)

\_\_\_\_\_  
(Qualifier/Date)

302.2 Pass a written examination

\_\_\_\_\_  
(Qualifier/Date)

302.3 Pass an oral examination

\_\_\_\_\_  
(Qualifier/Date)