



# Heavy Equipment Operator & Operating Engineer

Youth Apprenticeship

## HEAVY EQUIPMENT OPERATOR & OPERATING ENGINEER

Heavy Equipment Operators and Operating Engineer youth apprentices learn fundamental construction skills for commercial and residential developments, dams, roadways, etc. They learn blueprint reading, site layout, working safely, and the operation of tools and equipment.

**Length of Apprenticeship:** One year

**Youth Apprentices must also complete the following safety training:**

- ☐ First Aid Certification
- ☐ Occupational Safety and Health Administration (OSHA) 10 or 30 Certification

## OCCUPATIONAL COMPETENCIES

Youth apprentices work with a job site mentor to demonstrate the following competencies.

Youth apprentices must complete a total of **14** competencies. **Thirteen** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

**Note the following pieces of equipment are prohibited for use by Youth Apprentices under the age of 18: aerial lift, skid steer, compactor, and forklift.**

Competencies
1. Read blueprints, site plans and specifications
2. Define site specific layout needs
3. Identify equipment related safety hazards
4. Describe uses for each piece of heavy equipment
5. Operate generators and compressors
6. Perform daily maintenance on equipment (Note: YAs cannot turn on prohibited equipment during daily maintenance)
7. Apply math skills to heavy equipment operation
8. Follow worksite health and safety practices
9. Maintain an organized and safe work area
10. Use hand and voice signals (Note: YAs cannot use hoisting equipment)
11. Assist with repair and maintenance of equipment (Note: YAs cannot turn on prohibited equipment during repair and maintenance)
12. Assist with establishing grade
13. Assist with clearing and manual excavation of site (Note: For trenches, piers, foundations, and holes excavation is limited to 4 feet in depth or less)
14. Operate tools and equipment safely (i.e., drill, torch welder)

## Registered Apprenticeship Bridging Opportunities

The following Registered Apprenticeship is available in this area:

- Heavy Equipment Operator and Operating Engineer

## **POST-SECONDARY PATHWAY OPPORTUNITIES**

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There are several post-secondary pathway opportunities in this area. The following is a partial list.

- Construction Management Technology
- Construction Safety Technology



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## ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

### YOUTH APPRENTICE INFORMATION

Youth Apprentice Name	
YA Coordinator	YA Consortium
School District	High School Graduation Date

### REQUIREMENTS

#### Level One Requirements

Youth apprentices must complete ALL the items listed below. Check completed areas.

- ☐ Competency checklist
- ☐ Employability Skills checklist (in this OJL Guide) or the DPI Employability Skills Certificate
- ☐ Related instruction equal to 1 high school credit or at least 3 college credits
- ☐ Minimum of 450 work hours

### HOURS

Record the hours the youth apprentice worked.

Total Hours Employed	Company Name	Telephone Number

## RELATED INSTRUCTION

YEAR 1: Indicate which related instruction courses the youth apprentice completed.

Dual Credit	Course Number and Title	Credits	Instruction Provider
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

## SIGNATURES

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The On-the-Job Learning Performance Standards Guide includes a list of competencies youth apprentices learn through mentoring and training at the worksite.

Instructions for the Worksite Employers/Mentors and School-Based or YA coordinators: This document should be reviewed with the employer/mentor, school-based or YA coordinator on a regular basis with the youth apprentice to record progress and plan future steps to ensure completion of the required competencies. Mentors, school-based/YA coordinator, and the apprentice sign below.

Employer/Mentor Signature	Employer/Mentor Signature
Employer/Mentor	Employer/Mentor
Business/Company	Business/Company
Date Signed	Date Signed
School-Based and/or YA Coordinator Signature	School-Based and/or YA Coordinator Signature
School-Based and/or YA Coordinator	School-Based and/or YA Coordinator
School District or Organization	School District or Organization
Date Signed	Date Signed
Youth Apprentice Signature	Youth Apprentice Signature
Youth Apprentice	Youth Apprentice
School District / High School	School District / High School
Date Signed	Date Signed

## EMPLOYABILITY SKILLS (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Youth apprentices must demonstrate key employability skills.

The DWD YA program employability skills requirement may be attained and demonstrated through two processes. (See options listed below.) Employability skills must be completed for every year a student is in the program. The DPI Employability Skills Certificate may be counted as meeting one of those two years, provided the certificate is earned in the same year the student is enrolled in youth apprenticeship or they can complete the YA Employability Skills in the OJL. The Employability Skills Certificate must be obtained through the DPI.

1. If a student has successfully completed a Wisconsin Department of Public Instruction (DPI) State-Certified Cooperative Education, [Co-Op Employability Skill certification](#) then they have met the YA Employability Skills requirement for that year. A copy of the student's DPI Co-Op Employability Skill Certificate must be maintained on file with their YA regional consortium.

☐ Earned Wisconsin Employability Skills Certificate (checked if applicable) or,

2. Completed and rated "Employability Skills" through this YA OJL guide as described below.

<b>3</b>	<b>Exceeds Expectations:</b> Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior
<b>2</b>	<b>Meets Expectations:</b> Meets entry-level criteria; requires some supervision; often displays this behavior
<b>1</b>	<b>Working to Meet Expectations:</b> Needs improvement; requires much assistance and supervision; rarely displays this behavior

The following skills are required of all youth apprentices.

Competency and Rating Criteria	Rating		
	Minimum Rating of 2 for EACH		
	1	2	3
1. Develops positive work relationships with others. <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Interacts with others with respect and in a non-judgmental manner</li> <li>• Responds to others in an appropriate and non-offensive manner</li> <li>• Helps co-workers and peers accomplish tasks or goals</li> <li>• Applies problem-solving strategies to improve relations with others</li> <li>• When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employability Skills		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
2. Communicates effectively with others <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> <li>Adjusts the communication approach for the target audience, purpose, and situation to maximize impact</li> <li>Organizes messages/information in a logical and helpful manner</li> <li>Speaks clearly and writes legibly</li> <li>Models behaviors to show active listening</li> <li>Applies what was read to actual practice</li> <li>Asks appropriate questions for clarity</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Collaborates with others <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> <li>Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities</li> <li>Shares responsibility for collaborative work and decision making</li> <li>Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise</li> <li>Avoids contributing to an unproductive group conflict</li> <li>Shares information and carries out responsibilities in a timely manner</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains composure under pressure <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> <li>Uses critical thinking to determine the best options or outcomes when faced with a challenging situation</li> <li>Carries out assigned duties while under pressure</li> <li>Acts in a respectful, professional, and non-offensive manner while under pressure</li> <li>Applies stress management techniques to cope under pressure</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Demonstrates integrity <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> <li>Carries out responsibilities in an ethical, legal and confidential manner</li> <li>Responds to situations in a timely manner</li> <li>Takes personal responsibility to correct problems</li> <li>Models behaviors that demonstrate self-discipline, reliability, and dependability</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employability Skills		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
6. Performs quality work <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> <li>• Carries out written and verbal directions accurately</li> <li>• Completes work efficiently and effectively</li> <li>• Performs calculations accurately</li> <li>• Conserves resources, supplies, and materials to minimize costs and environmental impact</li> <li>• Uses equipment, technology, and work strategies to improve workflow</li> <li>• Applies problem-solving strategies to improve productivity</li> <li>• Adheres to worksite regulations and practices</li> <li>• Maintains an organized work area</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Provides quality goods or services (internal and external) <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> <li>• Shows support for the organizational goals and principles by own personal actions</li> <li>• Displays a respectful and professional image to customers</li> <li>• Displays an enthusiastic attitude and desire to take care of customer needs</li> <li>• Seeks out ways to increase customer satisfaction</li> <li>• Produces goods to workplace specifications</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Shows initiative and self-direction <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> <li>• Prioritizes and carries out responsibilities without being told</li> <li>• Responds with enthusiasm and flexibility to handle tasks that need immediate attention</li> <li>• Reflects on any unsatisfactory outcome as an opportunity to learn</li> <li>• Improves personal performance by doing something different or differently</li> <li>• Analyzes how own actions impact the overall organization</li> <li>• Supports own action with sound reasoning and principles</li> <li>• Balances personal activities to minimize interference with work responsibilities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employability Skills		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
9. Adapts to change <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Shows flexibility and willingness to learn new skills for various job roles</li> <li>Uses problem-solving and critical-thinking skills to cope with changing circumstances</li> <li>Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness</li> <li>Displays a "can do" attitude</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrates safety and security regulations and practices <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Follows personal safety requirements</li> <li>Maintains a safe work environment</li> <li>Demonstrates professional role in an emergency</li> <li>Follows security procedures</li> <li>Maintains confidentiality</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Applies job-related technology, information, and media <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Applies technology effectively in the workplace</li> <li>Assesses and evaluates information on the job</li> <li>Assesses training manuals, website, and other media related to the job</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Fulfills training or certification requirements for employment <i>Examples of this requirement may include . . .</i> <ul style="list-style-type: none"> <li>Participation in required career-related training and/or educational programs</li> <li>Passing certification tests to qualify for licensure and/or certification</li> <li>Participation in company training or orientation</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Sets personal goals for improvement <i>Examples of this requirement may include . . .</i> <ul style="list-style-type: none"> <li>Setting goals that are specific and measurable</li> <li>Setting work-related goals that align with the organization's mission</li> <li>Identifying strategies to reach goals</li> <li>Reflecting on goal progress to regularly evaluate and modify goals</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## OCCUPATIONAL COMPETENCIES

### (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Youth apprentices must complete a total of **14** competencies. **Thirteen** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

#### Rating Scale

3: Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2: Meets entry level criteria | Requires some supervision | Often displays this behavior

1: Needs improvement | Requires much assistance and supervision | Rarely displays this behavior

If any competencies are rated "1" on the final performance review checklist that is submitted to WI DWD it is considered a failed checklist.

Occupational Competencies	Rating		
	Minimum Rating of 2 for EACH		
	Check Rating		
Competency and Rating Criteria	1	2	3
<b>1. Read blueprints, site plans, and specifications</b> <ul style="list-style-type: none"><li>• relate the project documents to the parties in the project</li><li>• relate drawing to job task</li><li>• interpret elements and symbols</li><li>• locate worksite features on a construction plan</li><li>• convert scaled measurements to full measurements</li><li>• translate specifications to work requirements</li><li>• read a ruler/scale</li><li>• read typical sections, cross sections, and profiles</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Define site specific layout needs</b> <ul style="list-style-type: none"><li>• translate the construction documents to the job site</li><li>• examine the various roles in the development of the project</li><li>• interpret special conditions and needs to the project and site</li><li>• layout the work</li><li>• interpret utility location markings</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
<b>3. Identify equipment related safety hazards</b> <ul style="list-style-type: none"> <li>recognize potentially hazardous locations, conditions, and procedures</li> <li>avoid potential hazards</li> <li>wear appropriate safety gear and personal protective equipment (PPE)</li> <li>pay attention to signs, tags, barricades and lockout/tagout devices</li> <li>report hazards to appropriate personnel</li> <li>take initiative to correct hazards</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Describe uses for each piece of heavy equipment</b> <ul style="list-style-type: none"> <li>explain equipment purposes</li> <li>describe equipment capabilities</li> <li>explain advantages and limitations of using the equipment</li> <li>correlate equipment with attachments</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Operate generators and compressors</b> <ul style="list-style-type: none"> <li>layout a work plan</li> <li>don personal protective equipment (PPE)</li> <li>perform prestart inspection</li> <li>start up the machine</li> <li>manipulate controls to operate equipment</li> <li>follow safety procedures avoiding hazards</li> <li>work in a timely manner</li> <li>follow a safe shutdown procedure</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Perform daily maintenance on equipment (Note: YAs cannot turn on prohibited equipment during daily maintenance)</b> <ul style="list-style-type: none"> <li>inspect equipment</li> <li>perform minor repairs</li> <li>lubricate equipment</li> <li>clean equipment</li> <li>secure equipment</li> <li>document maintenance</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Apply math skills to heavy equipment operation</b> <ul style="list-style-type: none"> <li>select and use measuring tools</li> <li>scale proportions</li> <li>utilize stationing</li> <li>convert between engineer scale and architectural scale</li> <li>calculate and convert area, volume, and tonnages</li> <li>determine slope and elevations</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
<b>8. Follow worksite health and safety practices</b> <ul style="list-style-type: none"> <li>• use appropriate clothing and personal protective equipment (PPE)</li> <li>• comply with job site safety and security rules and regulations</li> <li>• identify and report unsafe job conditions</li> <li>• report injuries and damage to property to supervisor</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Maintain an organized and safe work area</b> <ul style="list-style-type: none"> <li>• clean and maintain materials and tools</li> <li>• clean, organize, and put away items in the work area</li> <li>• store materials and tools</li> <li>• follow facility procedures for clean-up and shut down</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Use hand and voice signals (Note: YAs cannot use hoisting equipment)</b> <ul style="list-style-type: none"> <li>• select appropriate signal</li> <li>• give the signal</li> <li>• confirm receipt of the signal</li> <li>• interpret the meaning of the signal</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Assist with repair and maintenance of equipment (Note: YAs cannot turn on prohibited equipment during repair and maintenance)</b> <ul style="list-style-type: none"> <li>• perform equipment inspections</li> <li>• locate documentation needed</li> <li>• assist to diagnose common concerns</li> <li>• check for and replace worn or damaged parts</li> <li>• maintain fluid levels</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Assist with establishing grade</b> <ul style="list-style-type: none"> <li>• set up and level the laser</li> <li>• tie in and verify local benchmarks</li> <li>• determine existing elevations</li> <li>• calculate cuts or fills</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Assist with clearing and manual excavation of site (Note: For trenches, piers, foundations, and holes excavation is limited to 4 feet in depth or less)</b> <ul style="list-style-type: none"> <li>• hand clear sites</li> <li>• dig trenches</li> <li>• maintain a level grade</li> <li>• verify existing utilities</li> <li>• follow safety procedures</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<b>14. Operate tools and equipment safely (i.e., drill, torch welder)</b> <ul style="list-style-type: none"> <li>• select the right tool for the task</li> <li>• verify tool is in working order</li> <li>• don personal protective equipment (PPE)</li> <li>• use guarding devices if applicable</li> <li>• follow safety procedures avoiding hazards</li> <li>• perform preventative maintenance</li> <li>• follow a safe shutdown procedure</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Competency Substitute</b> (if you replaced a competency above, note the competency and rating)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			



# Post-Program Completion Survey

Youth Apprenticeship

## YA POST-PROGRAM COMPLETION SURVEY: **EMPLOYER FEEDBACK**

Employers complete the following information. YA Coordinators will enter this into the Post-Program Completion Survey.

YA Employer Post-Program Completion Questions	
Will you offer or have you offered the Youth Apprentice a continuing position with your company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If continuing position offered to youth apprentice, did they accept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please answer the questions below:</b>	
Was the offer for full time or part time work?	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Title of the position offered:	
What is the wage of the continuing employment offer?	
If applicable, will the youth apprentice advance to a Registered Apprenticeship?	

## YA POST-PROGRAM COMPLETION SURVEY - **COMPLETED BY YA CONSORTIUM**

The [Post-Program Completion Survey](#) form is to be provided to each student completing the Youth Apprenticeship program to capture information on the student's plans after leaving the program. This **form should be completed by the Youth Apprenticeship Coordinator** to capture information from all high school seniors and their employers after successful completion of the Youth Apprenticeship Program.

The form should be completed during the final meeting between the student, mentor, and Youth Apprenticeship Coordinator, when the final checklist or On-the-Job Learning (OJL) Guide is filled out and signed. Information captured on this form must be entered online using the Bureau of Apprenticeship Standards Electronic Records System (BASERS).

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DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

