

Free Job Training – Earn While You Learn!



The Maryland Department of Transportation and the State Highway Administration are proud to announce the launch of a new On-The-Job-Training (OJT) program referred to as *BuildUP*.

What is the “BuildUP” Program?

The *BuildUP* program is an On-The-Job-Training (OJT) program designed to provide relevant technical and skilled craft training related to the transportation and highway construction industries. The goal of the program is to provide skill training and hands-on experience relevant to these industries and increase the employment potential to underserved groups including women, minorities, veterans, individuals currently unemployed and socially and economically disadvantaged individuals within Maryland.

Program Benefits/Supportive Services

In addition to the technical and skilled craft training, participants will receive employment support services aimed at giving them every opportunity to be successful in today’s economy and workplace. Participants and potential employers will receive the following:

Participant Benefits/Services:

- Paid training stipend (*Based on Federal minimum wage rate of \$7.25 per hour*).
- Job referral/placement assistance.
- Free training.
- Employment advocacy.
- Connection to community resources/services.
- Recruitment profile development.
- Free transportation to classroom and field training sites.

Employers/Contractors Benefits/Services:

- Candidate recruitment.
- Candidate assessment.
- Pre-training.
- Candidate referral.
- Database of pre-screened job candidates (*background checks/drug testing*).
- Job placement assistance.
- Pre-qualified job candidates

Program Requirements

- 18 years of age or older (21 years of age or older for CDL training programs)
- High school diploma, GED or certificate
- Pass a background and drug test
- Valid Maryland Driver’s License, Maryland Identification or Military Identification Card
- US citizen or **eligible to work in the U.S.**
- Maryland resident
- Non-Current Maryland Department of Transportation employee

Current Training Programs

CARPENTRY



Participants will learn basic carpentry skills needed to build, repair and maintain structural and finishing components of buildings and assets in the highway construction fields, develop an understanding of the proper tools and terminology for particular jobs, learn how to fit joints, erect inside walls and install drywall on ceilings and walls.

Participants will be able to apply their new carpentry skills to lay out work from plans or a sketch, build structures such as concrete forms, pouring chutes, scaffolding, forms for bridges, drainage structures, walls, etc.

COMMERCIAL DRIVERS LICENSE (CDL) PERMIT PREPARATION / RANGE DRIVING



Participants receive training that prepares them to acquire the necessary knowledge to earn a Commercial Driver's License (CDL) learner's permit. Participants will receive instruction in subject matter required for the Maryland Motor Vehicle Administration's (MVA) written examination for either a CDL-A or CDL-B license with appropriate endorsements. Topics include general CDL knowledge, air brakes, tank truck operation, double and triple trailers, hazardous materials, passenger endorsements and test preparation.

After successfully obtaining the appropriate CDL learner's permit, participants will receive off-road inspection and hands-on experience in operating commercial vehicles for the appropriate license. The program will include different courses to prepare participants to obtain either a CDL-A or a CDL-B license.

NOTE: You must have a valid Maryland driver's license (this does not include a Motorcycle License) to take the CDL test, be at least 18 years old to obtain a CDL license for intrastate travel, and 21 years old for interstate travel. The Maryland Vehicle Administration will also require proof of passing a physical exam (US DOT physical card).

COMPUTER AIDED DRAFTING AND DESIGN (CADD)/MICROSTATION



This program is designed for individuals pursuing entry level career training in AutoCAD. This track provides participants with an introduction to acquiring skills for drawing mechanical parts, architectural plans and engineering diagrams. Other topics covered include mastering basic commands, file maintenance, creating a 2-D drawing, isometric views and plotting. Participants will complete an application-specific project. *Previous experience in drafting fundamentals is helpful. **Upon completion of the course, participants should be able to:***

- Be comfortable with the language used by engineers, designers, and draftpersons to visually describe three dimensional objects.
- Demonstrate the correct use of basic drawing equipment.
- Demonstrate the basics of computer aided drafting.
- Practice other technical drawing subjects.

When Do Classes Start?



The Maryland Department of Transportation and the State Highway Administration BuildUP program will offer training programs beginning February 2012.

Apply Today! (*Applications accepted beginning December 15, 2011 through February 3, 2012*)



For more information about the *BuildUP* program or to obtain an application, contact SHA via the following methods:

- **PHONE:** Call toll free at 1-888-545-0098
- **EMAIL:** Send inquiries to: shabuildup@sha.state.md.us
- **WEBSITE:** Visit the SHA website at www.roads.maryland.gov

Program Contacts:

- Sharon Lynn Holmes, Deputy Director, SHA Office of Equal Opportunity
- Troy L. Parham, Employment and Program Equity Manager, SHA Office of Equal Opportunity

For more specific information or questions regarding the programs currently available under BuildUP, please refer to the [Frequently Asked Questions \(FAQ\) section](#).

Background Information

The *BuildUP* program is a commitment by the Maryland Department of Transportation (MDOT) to contribute up to \$1 million to support On-the-Job Training (OJT) programs. It complements and expands upon existing federal On-the-Job Training / Support Services (OJT/SS) programs, and the State Highway Administration's (SHA) successful *Ready-Set-Go* program, which started in 2011 with federal American Recovery and Reinvestment Act (ARRA) funds. The program is managed by the SHA Office of Equal Opportunity and will be expanded to other MDOT modals in the future. To date, 50 students graduated from the *Ready-Set-Go* program and nearly 20 percent of them are now placed in permanent jobs as a result of the training and associated employment fairs facilitated by that program. Consistent with Governor Martin O'Malley's jobs-creation goals, the *BuildUP* program will be broader in scope and offer more classes in various transportation and highway construction-related trades.

Objectives

The overall objective of the *BuildUP* program is to provide a path and support system which assist participants in expanding their skills and work experience, therefore allowing them to eliminate potential employment barriers, develop new skills and improve on existing skills – all of which increase employment options and opportunities.

Specifically *BuildUP* aims to:

- Increase the core technical and skill craft training of participants,
- Increase the job readiness skills and proficiency of participants,
- Provide effective workplace preparation and life-skills training,
- Provide a link between participants and potential employers,
- Provide and offer access to relevant occupational skills training and
- Provide and link participants with job placement and retention services.

Questions ?

For more specific information or questions regarding the programs currently available under BuildUP, please refer to the Frequently Asked Questions (FAQ) section above.

Your Future starts NOW!!!

