



APPRENTICESHIP PROGRAM STANDARDS
adopted by

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

(sponsor name)

Table with 3 columns: Occupational Objective(s), SOC#, and Term [WAC 296-05-015]. Rows include HEAVY DUTY MECHANIC, AUTOMOTIVE SHEET METAL, CABLE SPLICER, DRAINAGE AND WASTEWATER COLLECTION WORKER, ELECTRICIAN CONSTRUCTOR, GENERATION ELECTRICIAN CONSTRUCTOR, HYDROELECTRIC MAINTENANCE MACHINIST, LINeworkER, METER ELECTRICIAN, TRAFFIC SIGNAL ELECTRICIAN, UTILITY CONSTRUCTION WORKER, and WATER PIPE WORKER.



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

N/A
Provisional Registration

OCTOBER 20, 2022
Standards Last Amended

JULY 25, 1957
Permanent Registration

By: ED KOMMERS
Chair of Council

By: CELESTE MONAHAN
Secretary of Council

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a Sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Required):

The following Standards for the development of apprentices have been prepared by representatives of the City of Seattle, in conjunction with the International Association of

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

Machinists & Aerospace Workers, Local 79 and 289, the International Brotherhood of Electrical Workers Local 77, the Automotive Sheet Metal Workers Local 387, United Association of Plumbers & Pipefitters, Local 32, and Public Service and Industrial Employees, Local 1239.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these Standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The area covered by these Standards shall be all departments of the City of Seattle, Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

Age: **At least eighteen (18) years of age at the time of hire.**

Education: **Must be a High School graduate or equivalent, or a vocational school graduate. An associate degree will be accepted in lieu of a high school diploma or equivalency. Documented proof of graduation is required.**

ADDITIONAL: Candidates applying for electrical trades and/or hydroelectric maintenance machinist apprenticeship programs must have a minimum of 1 year of high school or 1 quarter of post high school algebra, geometry or trigonometry with a minimum grade of 70% (or “C Average”) or successful completion of the Basic Electricity and Applied Mathematics (BEAM) class. Documented proof is required.

Physical: **Be physically capable of performing the job requirements, with or without reasonable accommodation.**

Testing: **None**

Other: **None**

III. **CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

Exempt by reason of selection through City Personnel Rules, WAC 295-05-405(1)(b).

B. Equal Employment Opportunity Plan:

Exempt by reason of selection through City Personnel Rules, WAC 295-05-405(1)(b).

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. **TERM OF APPRENTICESHIP:**

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

Heavy Duty Mechanic and Automotive Sheet Metal: The term of apprenticeship shall not be less than four (4) years or 8,000 hours* of reasonably continuous employment. ***

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

Cable Spicer, Electrician Constructor, and Generation Electrician Constructor: The term of apprenticeship shall not be less than 8,000 hours* of reasonable continuous employment. **

Hydroelectric Maintenance Machinist: The term of apprenticeship shall not be less than 8,000 hours* of reasonable continuous employment. ***

Meter Electrician: The term of apprenticeship shall not be less than three (3) years or 6,000 hours* of reasonably continuous employment.**

Lineworker: The term of apprenticeship shall not be less than three and one-half (3 1/2) years or 7,000 hours* of reasonably continuous employment.**

Water Pipe Worker: The term of apprenticeship shall not be less than 4,000 hours* of reasonably continuous employment.***

Drainage and Wastewater Collection Worker: The term of apprenticeship shall not be less than 4,000 hours* of reasonably continuous employment.***

Utility Construction Worker: The term of apprenticeship shall not be less than 18 months or 3000 hours* of reasonably continuous employment.**

Traffic Signal Electrician: The term of apprenticeship shall not be less than three (3) years or 6,000 hours* of reasonably continuous experience.**

*All references to hours shall mean regular straight-time (work) hours.

**For these occupations, the phrase '...reasonably continuous employment...' denotes a minimum of 1760 to 2000 regular straight-time work hours per year, computed from the date apprenticeship begins. Apprentices will not have their apprenticeship extended for using up to - but not to exceed - 240 hours Personal Time Off (PTO) hours (2000 hours - 240 PTO hours = 1760 minimum regular straight-time work hours required to advance). If an apprentice exceeds the PTO allotted in one apprenticeship year, the equal number of hours will be added to the apprenticeship target completion date. Examples of PTO include: Vacation, Sick Leave, Leave of Absence, Family and Medical Leave (FMLA), Jury Duty, Funeral Leave, Emergency Leave and On-The-Job Injury or Illness (L&I). Active Military duty and all other unlisted items shall be evaluated on a case by case basis by the JATC.

***For these occupations, the phrase '...reasonably continuous employment...' denotes a minimum of 2000 regular straight-time work hours per year, computed from the date apprenticeship begins.

V. **INITIAL PROBATIONARY PERIOD:**

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The Sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices during their initial probationary period.
- C. **For the occupations of Heavy Duty Mechanic, Automotive Sheet Metal, Cable Splicer, Electrician Constructor, General Electrician Constructor and Hydroelectric Maintenance Machinist: The first 1600 hours of regular straight-time (work) shall constitute the initial probationary period or one year from date of registration, whichever occurs first.**

For the occupation of Lineworker: The first 1400 hours of regular straight-time (work) shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

For the occupations of Meter Electrician and Traffic Signal Electrician: The first 1200 hours of regular straight-time (work) shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

For the occupations of Drainage and Wastewater Collection Worker and Water Pipe Worker: The first 800 hours of regular straight-time (work) shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

For the occupation of Utility Construction Worker: The first 600 hours of regular straight-time (work) shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

1. Heavy Duty Mechanic:

There shall not be more than one (1) apprentice for each four (4) journeypersons employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council.

- 2. Electrician Constructor, Generation Electrician Constructor, Lineworker, Cable Splicer, Meter Electrician, and Traffic Signal Electrician: There shall not be more than one (1) apprentice for each three (3) journeypersons employed. The minimum ratio shall be (1) apprentice to one (1) journeyperson. It shall be consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in the collective bargaining agreement.**

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

- 3. Automotive Sheet Metal:**
Every shop which employs one (1) journey person may have one (1) apprentice, and one (1) apprentice for every additional three (3) journeypersons employed.
- 4. Water Pipe Worker:**
There shall be not more than one (1) apprentice for each one (1) journey person employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council.
- 5. Hydroelectric Maintenance Machinist:**
Every shop which employs one (1) journey person may have one (1) apprentice and one (1) apprentice for every additional four (4) journey persons employed.
- 6. Drainage and Wastewater Collection Worker:**
Collection Worker: There shall not be more than one (1) apprentice for each one (1) journey person employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council.
- 7. Utility Construction Worker:**
There shall not be more than one (1) apprentice for each three (3) journey persons employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council. The maximum approval ratio shall be (1) apprentice to one (1) journeyperson. It shall be consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in the collective bargaining agreement.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Wage Progression Schedules

1. Heavy Duty Mechanic

In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0 – 6 months	67%
2	7 – 12 months	71%
3	13 – 18 months	75%
4	19 – 24 months	79%
5	25 – 30 months	83%
6	31 – 36 months	87%
7	37 – 42 months	91%
8	43 – 48 months	95%

2. Automotive Sheet Metal

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0 – 6 months	67%
2	7 – 12 months	73%
3	13 – 18 months	77%
4	19 – 24 months	80%
5	25 – 30 months	85%
6	31 – 36 months	90%
7	37 – 48 months	95%

3. Cable Splicer, Electrician Constructor, and Generation Electrician Constructor

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0 – 6 months	67%
2	7 – 12 months	71%
3	13 – 18 months	77%
4	19 – 24 months	79%
5	25 – 30 months	83%
6	31 – 36 months	87%
7	37 – 42 months	91%
8	43 – 48 months	95%

Upon recommendation of the Apprenticeship Committee, an apprentice will be placed in the appropriate pay step. Each period shall be six months. Employees entering the apprenticeship from a regular City position in the electrical trades, or an IBEW Local 77 represented position, shall enter that apprenticeship at the next higher wage step to the step currently being paid. Such step placement shall not result in a loss of pay unless the step the employee received prior to entering the apprenticeship exceeds the journey level pay of that appropriate journey level classification (maximum pay for an apprentice shall not exceed the journey level pay of that classification). Those persons starting at other than the first wage step shall remain at their entry rate (other than cost of living increases) until such time as their progress through the apprenticeship will result in a wage increase.

4. Drainage and Wastewater Collection Worker Apprentice

In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000 – 1000 hours	85%
2	1001 – 2000 hours	87%
3	2001 – 3000 hours	91%
4	3001 – 4000 hours	94%

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

Employees entering the "Drainage and Wastewater Collection Worker" apprenticeship from a regular City position shall not suffer a loss in hourly pay, provided their hourly rate appears within this Apprentice salary schedule. Those persons starting at other than the first period rate, as shown above, shall remain at their entry rate until such time as their progress through the apprenticeship will result in a wage increase.

5. Hydroelectric Maintenance Machinist

In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0 – 6 months	68%
2	7 – 12 months	72%
3	13 – 18 months	76%
4	19 – 24 months	80%
5	25 – 30 months	84%
6	31 – 36 months	88%
7	37 – 42 months	92%
8	43 – 48 months	96%

Each period shall be six months. Persons entering the Hydroelectric Maintenance Machinist from a regular City position in the machining trades, shall not suffer a loss in hourly pay. Those persons starting at other than the first period rate, as shown above, shall remain at their entry rate until such time as their progress through the apprenticeship will result in a wage increase.

6. Meter Electrician

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0 – 6 months	67%
2	7 – 12 months	73%
3	13 – 18 months	77%
4	19 – 24 months	83%
5	25 – 30 months	89%
6	31 – 36 months	95%

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

Upon recommendation of the Apprenticeship Committee, an apprentice will be placed in the appropriate pay step. Each period shall be six months. Employees entering the apprenticeship from a regular City position in the electrical trades, or an IBEW Local 77 represented position, shall enter that apprenticeship at the next higher wage step to the step currently being paid. Such step placement shall not result in a loss of pay unless the step the employee received prior to entering the apprenticeship exceeds the journey level pay of that appropriate journey level classification (maximum pay for an apprentice shall not exceed the journey level pay of that classification). Those persons starting at other than the first wage step shall remain at their entry rate (other than cost of living increases) until such time as their progress through the apprenticeship will result in a wage increase.

7. Lineworker

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 1000 hours	67%
2	1001 – 2000 hours	73%
3	2001 – 3000 hours	77%
4	3001 – 4000 hours	80%
5	4001 – 5000 hours	85%
6	5001 – 6000 hours	90%
7	6001 – 7000 hours	95%

Employees entering the apprenticeship from a regular City position in the electrical trades, or an IBEW Local 77 represented position, shall enter that apprenticeship at the next higher wage step to the step currently being paid. Such step placement shall not result in a loss of pay unless the step the employee received prior to entering the apprenticeship exceeds the journey level pay of that appropriate journey level classification (maximum pay for an apprentice shall not exceed the journey level pay of that classification). Those persons starting at other than the first wage step shall remain at their entry rate (other than cost of living increases) until such time as their progress through the apprenticeship will result in a wage increase.

8. Water Pipe Worker

In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 1000 hours	85%
2	1001 – 2000 hours	87%
3	2001 – 3000 hours	91%
4	3001 – 4000 hours	94%

Employees in the title of Water Pipe Helper hired prior to the implementation of this program who choose to apply for an apprentice placement, and those persons entering the Water Pipe Worker Apprenticeship from a regular City position, shall not suffer a loss in hourly pay, provided their hourly rate appears within this Apprentice salary schedule. Those persons starting at other than the first period rate, as show above, shall remain at their entry rate until such time as their progress through the apprenticeship will result in a wage increase.

9. Utility Construction Worker

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	1000 hours/0 – 6 months	85%
2	2000 hours/7 – 12 months	87%
3	3000 hours/13 – 18 months	91%

In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards

10. Traffic Signal Electrician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0 – 6 months	67%
2	7 – 12 months	73%
3	13 – 18 months	77%
4	19 – 24 months	83%
5	25 – 30 months	89%
6	31 – 36 months	95%

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

A. <u>Heavy Duty Mechanic:</u>	<u>Approximate Hours</u>
1. Preventative Maintenance.....	2400
Scheduled inspections and preventative maintenance on equipment and vehicles based on service intervals. Maintenance inspections on cranes, aerial, street sweepers, snow equipment, emission testing, etc.	
2. Electrical.....	1200
Diagnostics, repair, upfitting of electrical systems, AC/DC electrical systems, component wiring, starting, charging, accessories, computer controls, engine drivability, body electrical, hybrid, EV, HVAC, etc.	
3. Chassis.....	800
Diagnostic and repair of brakes, steering, suspension, wheels, tires, frame, etc.	
4. Powertrain.....	800
Diagnostic and repair of engine, transmission, differential, axle, clutch, torque converter, or other items associated with powertrain components	
5. Specialty Equipment.....	1200
Diagnostic and repair of unique equipment: Fire apparatus, crane, aerial, sweepers, mowers, excavators, backhoes, etc.	
6. Administrative, non-billable time.....	1600
Vehicle familiarization, new vehicle inspections, non-billable repair time (indirect time), shop operations, safety policies and procedures, electronic work order management, body repair work, doors, glass, etc.	
	Total Hours: 8000

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

B. Automotive Sheet Metal: Approximate Hours

The apprentice shall also perform such other duties in the shop as are commonly related to an automotive sheet metal apprentice. The work experience of an automotive sheet metal apprentice must include the following:

- 1. Correcting damaged fenders, roughing out, dinging out damaged parts, welding and strengthening, filing, soldering, grinding, removing, replacing and realigning..... 1500
- 2. Refining and spotting, rough and wet sanding, feathering out, cleaning, masking, application of primer and surfacer with spray gun, water sanding 1500
- 3. Repairing and replacing door and body panels, window regulator assembly, removing door lock assembly, removing and replacing upholstery and glass, rehangng and aligning door 1500
- 4. Other processes to be learned, body solder and plastic application, use of pneumatic hammer in metal dinging, shrinking of stretched metal, lining up and hanging hoods and decklids, straightening and lining up bumpers, cleaning and polishing various finishes, use and care of spray equipment..... 1500
- 5. Removing and installing, aligning and finishing turret tops, removing, replacing and repairing shell grill and radiators, also squaring and aligning complete body assembly, and correct installation on frame..... 2000

Total Hours: 8000

C. Cable Splicer: Approximate Hours

Apprentices in this trade shall receive a minimum of four years of training divided among the following 12 sections.

Exceptions, modifications, deletions or reassignments to preclude redundancy may be made on an individual basis on pre-approval of the E.C.A.C. These considerations will in no event lessen the total hours allocated for this program and/or exposure for the apprentice.

- 1. Meter..... 40
- 2. Relay 40

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

3.	Communications.....	40
4.	Power Dispatching.....	40
5.	Electrical Repair Shop	80
6.	Underground Residential.....	480
7.	Station Operations.....	40
8.	Stations Construction and Maintenance	80
9.	Locators	24
10.	Network	6976
11.	Network Engineering	40
12.	Network Coordination	40
13.	Overhead (T&D)	40
14.	Civil Construction	40
	Total Hours:	8000

D.	<u>Drainage and Wastewater Collection Worker:</u>	<u>Approximate Hours</u>
1.	First Class: Onboarding, safety certifications, workplace expectations, CDL road training, Mentorship Matters, Journey of Water, Introduction to DWW system and crews, and Hands-On-Training.....	400
2.	Rehab: Rehabilitation and installation of sewer lines and new structures	450
3.	Line and Grade/Closed Circuit Television Inspection: Operation, maintenance and troubleshooting of all piped drainage and wastewater collection systems. Inspection of sewer lines using specialized equipment.....	900
4.	Underground Storage: Operation, maintenance and troubleshooting of all detention structures and settling basins	900

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

- 5. **Surface Water Management: Drainage system (including creeks and other natural drainage systems) inspection, operation, maintenance and troubleshooting 900**

- 6. **First Response: Investigation of backups, voids and customer inquiries/concerns. 450**

Total Hours: 4000

Please note, each of the Work Processes above may also include:

- **experience in relevant safety policies, procedures and regulatory requirements, utility response protocols and/or**
- **special projects such as fish ladder, creek restoration, Operations Response Center (ORC), recruiting, hiring process, leadership and project planning (i.e. health fair) and safety committee.**

F. Electrician Constructor: Approximate Hours

Apprentices in this trade shall receive four (4) years of training divided among the following ten sections:

- 1. **Meter, communication, and relay 240**
 - a. **Relay Division**
 - (1) **Distribution relay testing**
 - (a) **Overcurrent**
 - (b) **Reclosures**
 - (2) **Transmission Line relay testing**
 - (a) **Impedance**
 - (b) **Differential**
 - (3) **Power circuit breaker timing**
 - (4) **Use of electronic test instruments**
 - (a) **Oscilloscope**
 - (b) **Function Generator**
 - (c) **Electronic relay test equipment**
 - (5) **Protective relay circuit testing**

- 2. **Distribution network underground 80**
 - a. **Safety meeting and equipment inspection**
 - b. **Transformers (placement, installing and connection)**
 - c. **Network protectors (installing, testing and repairing)**
 - d. **Cables (loading, setting, pulling, removal, and sealing primary and secondary)**
 - e. **Secondary services (racking, IWCB and connections)**
 - f. **Cable splicing (high voltage, poly and lead)**

- g. Cable terminating (high voltage, poly and lead)**
 - h. Self contained cable**
 - i. Pipe type cable**
 - j. Fault locating (hypotronics and burning)**
 - k. Service installations and CT's**
 - l. Manholes, vaults, handholes and ducts**
 - m. Clearance procedures and switching**
 - n. Rotation and phasing**
- 3. Station Construction and Maintenance section..... 6440**
- a. Safety meetings and equipment inspection**
 - b. Station wiring**
 - c. Laying out construction work from blueprints**
 - d. Installation, adjustment, repair and maintenance of switching equipment OCB'S, ACB'S, load interrupters disconnect switches and vacuum breakers**
 - e. Wiring and testing of control circuits**
 - f. Installation and maintenance of transformers**
 - g. Installation and maintenance of rotating equipment, including motors, generators, synchronous condensers, pumps and fans**
 - h. Wiring and installation of switchboards and switchboard equipment**
 - i. Installation and maintenance of batteries and battery chargers**
 - j. Installation and maintenance of high capacity rectifiers**
 - k. Installation and maintenance of voltage regulators step regulators and tap changers**
 - l. Rotation and phasing**
 - m. Clearance procedure: requesting a clearance, pick up and receiving a clearance, tailboard conferences, hot testing, grounding, keep open, hold open, releasing clearances, switching orders, and procedures.**
 - n. Capacitor banks: Installation, maintenance and hazards**
 - o. Bushings: Installation, repair and complete rebuilding of bushings**
 - p. Troubleshooting equipment malfunctions**
 - q. Conduit bending, manual hand bender, hydraulic bender, and power hydraulic bender**
 - r. Tower climbing and tower rescue**
 - s. Ladders, handling and safety**
 - t. Power man lift equipment and safety**
 - u. Poly cable splicing and terminating**
 - v. Vault rescue**
 - w. Setting up safe work area, traffic coning and flagging**
 - x. Radio communications, operating use of in an emergency**

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

- y. Use of test equipment, ductor, multimeter, amprobe, megger, von test, SF6 gas test, fault gas test
 - z. Rigging, lifting, moving of heavy objects with mobile truck crane or winches
 - aa. National, State and City Electrical Code
 - ab. Substation and field inspections
 - ac. Protective Devices
 - ad. Isolating and disconnecting devices
4. Electrical Repair and Transformer Shop..... 320
- a. Safety meetings and equipment inspection
 - b. Transformers
 - (1) Testing
 - (a) Breakdown
 - (b) Core loss
 - (c) Copper loss
 - (d) Impedance
 - (e) Ratio
 - (f) Polarity
 - (g) Tap changers
 - (h) Acceptance testing
 - (2) Winding, Construction of
 - (a) Methods
 - (b) Insulation
 - (c) Types
 - c. Dielectric testing
 - (1) Insulating materials
 - (2) Insulators
 - (3) Rubber goods
 - (4) Bushings
 - d. DC motors and generators
 - (1) Rewinding
 - (2) Locating and correcting faults
 - e. AC motors, generators
 - (1) Rewinding
 - (2) Locating and correcting faults
 - f. Street lights
 - (1) Test repair
 - (2) Rebuilding and upgrade (energy conservation)
 - g. Network protectors
 - (1) Test and inspect (new)
 - (2) Rebuild
 - (3) Modify (wall mount to transformer mount)
 - h. Transformer oil
 - (1) Dielectric test
 - (2) Acid test

- (3) Operation of purifier
 - (4) Dissolved in oil gas analysis
 - i. Electric operated material handling equipment
 - (1) Batteries
 - (2) Chargers
 - (3) Motors
 - (4) Controls
 - j. Capacitor banks
 - Test, repair, acceptance testing and hazards
- 5. Underground residential..... 80
 - a. Safety meetings and equipment inspection
 - b. Troubleshooting and testing
 - c. Transformers (placement, installing and connection)
 - d. Cables (loading, setting up for pulling in or removal and sealing PRI and SEC)
 - e. Cable splicing (high voltage and secondary poly)
 - f. Cable terminating (high voltage and secondary poly)
 - g. Fault locating
 - h. Hypo testing
 - i. Service installations and CT's
 - j. Clearance procedures and switching
 - k. Manholes, vaults, handholes and ducts
- 6. Distribution overhead 80
 - a. Safety meetings and equipment inspection
 - b. Poles, crossarms and guying
 - c. Conductors, insulators, switches, cutouts
 - d. Fuses and protective devices
 - e. Transformers, hanging, phasing, testing and banking
 - f. Service installations
 - g. Rigging, splicing and line handling
 - h. Clearance procedures and switching
- 7. Power Stations Engineering..... 160
 - a. Goals
 - (1) Read City Light drawings
 - (a) Elementary diagrams
 - (b) Connection diagrams
 - (c) Physical installation drawings
 - (d) One line diagrams and operator diagrams
 - (2) Understand the process of preparing, issuing and accounting for construction drawings of electrical installations
 - (3) To enhance the importance of drawing accuracy of drawings, and the need to accurately record any field

changes made so that these changes can be incorporated into the final drawings

- b. **Work assignments**
 - (1) **Preparation of construction drawings from sketches or marked prints prepared by experienced engineers**
 - (2) **Retrieval of drawings from our drawing files**
 - (3) **Assisting engineers in the checking for accuracy of drawings prepared by others**
 - (4) **Assisting engineers in field checkout of electrical installations**

8. **Power Station Operations 40**

- a. **Reviews of Constructor and Operator safety, clearance, and switching procedures.**
- b. **Operation of various types of equipment; relays; protective devices, control circuits, isolating devices, and reclosures.**
- c. **Orientation to various locations of equipment**
- d. **Generation, Transmission and substation transmission systems**
- e. **Unit Substations and stations for commercial customers**
- f. **Abnormal, Emergency and outage conditions**

9. **Power dispatching 40**

- a. **To provide orientation and familiarization for apprentices with the purpose and operation of the Power Control Center, placing emphasis on the interfacing and inter-relation of the respective Power Control Center and field crew functions and responsibilities**
- b. **Time will be spent dealing with the Washington State Electrical Workers Safety Rules; The department's Power Dispatching Clearance, Keep Open and Hold Open Procedures; clearances including research, planning, coordination, and issuance; switching; work-order tracking; system operation; mapping; and other dispatching functions**

10. **Generating Station Maintenance and Construction 520**

- Overview of maintenance, repairs and installation of Hydroelectric Generation Units and their auxiliaries.**
 - a. **Skagit**
 - b. **Cedar Falls**

Total Hours: 8000

<u>G. Generation Electrician Constructor</u>	<u>Approximate Hours</u>
1. Generating Station Maintenance and Construction section	6200
a. Safety orientation including Accident Prevention Manual. Safety meetings and equipment inspections.	
b. Maintenance, repairs and installation of Hydroelectric Generating Units and their auxiliaries.	
c. Maintenance, repairs and installation of DC excitation systems.	
d. Use of Blueprints for systems diagnostics, trouble shooting and laying out construction work.	
e. Protective relaying schemes, application and diagnostics	
f. Wiring and testing control circuits	
g. Station wiring	
h. Wiring and installation of switchboards and switchboard equipment	
i. Installation, adjustment, repair and maintenance of switching equipment, ACB's, load interrupters, disconnect switches and breakers	
j. Installation and maintenance of transformers, including auxiliaries	
k. Installation and maintenance of batteries and battery chargers	
l. Use of test equipment, ductor, multimeter, amprobe, megger, SF gas test, fault gas test	
m. DC motors and generators	
n. AC motors and generators	
o. Troubleshooting equipment malfunctions	
p. Rotation and phasing	
q. Isolating and disconnecting devices	
r. Clearance procedures	
s. Bushings: Installation and repair	
t. Conduit bending	
u. Cable splicing and terminating	
v. Power man lift equipment maintenance and safety	
w. Tower climbing and tower rescue	
x. Ladders, handling and safety	
y. Vault rescue	
z. Setting up safe work area, traffic coning and flagging	
aa. Rigging and lifting	
bb. Federal, State and local Electrical Codes	
cc. Substation and field inspections	

- 2. **Generation Station Operations..... 240**
 - a. **Reviews of Constructor and Operator safety, clearance, and switching procedures**
 - b. **Operation of various types of equipment; relays, protective devices, control circuits, isolating devices and reclosures**
 - c. **Orientation to various locations of equipment**
 - d. **Generation, Transmission and substation transmission systems**
 - e. **Project and Plant hydrology characteristics**
 - f. **LOTO Coordination**
 - g. **Generator controls logic**
 - h. **Integration of Department Plants to system needs**
 - i. **Abnormal, emergency and outage conditions**

- 3. **Station Service/Dam and Camp Distribution..... 800**
 - a. **Safety meetings and equipment inspection**
 - b. **Troubleshooting and testing**
 - c. **Protective relaying schemes, applications and diagnostics**
 - d. **Transformers (placement, installing and connection)**
 - e. **Cables (loading, setting up for pulling in or removal and sealing PRI and SEC)**
 - f. **Cable splicing (high voltage and secondary poly)**
 - g. **Cable terminating (high voltage and secondary poly)**
 - h. **Fault locating**
 - i. **Hypo testing**
 - j. **Service installations and CT's**
 - k. **Clearance procedures and switching**
 - l. **Manholes, vaults and ducts.**
 - m. **Commercial and residential wiring and device installation packets**
 - n. **Conductors, insulators, switches, cutouts**

- 4. **Communication and Relay..... 320**
 - a. **Relay Division.**
 - (1) **Distribution relay testing**
 - (a) **Overcurrent**
 - (b) **Reclosures**
 - (2) **Transmission Line relay testing**
 - (a) **Impedance**
 - (b) **Differential**
 - (3) **Power circuit breaker timing**
 - (4) **Use of electronic test instruments**
 - (a) **Oscilloscope**
 - (b) **Function Generator**
 - (5) **Protective Relay Circuit testing**

- 5. **Transformer Shop 80**
 - a. **Safety meetings and equipment inspection**
 - b. **Transformers - 3-phase**
 - (1) **Testing**
 - (a) **Breakdown**
 - (b) **Core Loss**
 - (c) **Copper Loss**
 - (d) **Impedance**
 - (e) **Ratio**
 - (f) **Polarity**
 - (g) **Tap Changers**
 - (h) **Acceptance Testing**
 - (2) **Winding, Construction of**
 - (a) **Methods**
 - (b) **Insulation**
 - (c) **Types**
 - (3) **Dielectric testing**
 - (a) **Insulating materials**
 - (b) **Insulators**
 - (c) **Rubber goods**
 - (d) **Bushings**
 - (e) **Modify (wall mount to transformer mount)**
 - (4) **Transformer oil**
 - (a) **Dielectric test**
 - (b) **Acid test**
 - (c) **Operation of purifier**
 - (d) **Dissolved in oil gas analysis**

- 6. **Distribution network underground 40**
 - a. **Network protectors (installing, testing and repairing)**
 - b. **Cable splicing (high voltage, poly and lead)**
 - c. **Cable terminating (high voltage, poly and lead)**
 - d. **Fault locating (hypotronics and burning)**

- 7. **Distribution Overhead 40**
 - a. **Poles, crossarms and guying**
 - b. **Fuses and protective devices**
 - c. **Conductors, insulators, switches, cutouts**
 - d. **Transformers - hanging, phasing, testing and banking**
 - e. **Service Installations**

- 8. **Mechanical and Electrical Engineering..... 160**
 - a. **Goals**
 - (1) **Read City Light Drawings**
 - (a) **Elementary drawings**
 - (b) **Connection diagrams**

- (c) Physical installation drawings
 - (d) One line diagrams and operator diagrams
 - (2) Understand the process of preparing, issuing and accounting for construction drawings of electrical and mechanical installations or maintenance projects.
 - (3) To enhance the importance of drawing accuracy of drawings, and the need to accurately record any field changes made so that these changes can be incorporated into the final drawings.
 - b. Work Assignments
 - (1) Preparation of construction drawings from sketches or marked prints prepared by experienced engineers
 - (2) Retrieval of drawings from our drawing files
 - (3) Assisting engineers in the checking of accuracy of drawings prepared by others
 - (4) Assisting engineers in field check out of electrical and mechanical installations
- 9. Power Dispatching..... 40
 - a. To provide orientation and familiarization for apprentices with the purpose of operation of the Power Control Center, placing emphasis on the interfacing and inter-relation of the respective power Control Center and field crew functions and responsibilities.
 - b. Time will be spent dealing with the Washington State Electrical Workers Safety Rules; The Departments Power Dispatching Clearance, Keep Open and Hold Open Procedures; clearances including research, planning, coordinator, and issuance; switching; work-order tracking; system operation; mapping; and other dispatching functions.
- 10. Power Marketing..... 40
 - a. Goals
 - (1) To familiarize with the power marketing process and introduction to staff structure.
- 11. Technical Metering 40
 - a. To provide orientation and familiarization for apprentices with the function of the technical metering unit and the work performed by meter electricians.

Total Hours: 8000

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

H. Hydroelectric Maintenance Machinist: Approximate Hours

The apprentice shall receive instruction and experience in the following areas, (as much as possible.)

1. Tool Crib	75
2. Pipe Threading & Plumbing Repairs	150
3. Oxy Acet/HT	75
4. Machine Maint/Align	550
5. Valves & Reg.	100
6. Aux Machinery	800
7. Overhaul Repair	1000
8. Rig & Crane Insp.	150
9. Bench Work.....	500
10. Trouble Call.....	200
11. Layout.....	200
12. Hydraulic Equip.....	400
13. Pump Repair.....	100
14. Drill Press	200
15. Engine Lathe	800
16. CNC Lathe (ADD).....	450
17. Milling/Broaching	800
18. CNC Milling (ADD).....	450
19. Grinding/Blanchard/Surface	250
20. Compressors	210
21. Fire Sprinkler	90

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

22. Babbitting 150

23. Metal Saws..... 100

24. Misc. Safety Activities 200

Total Hours: 8000

The Hydroelectric Generation Plants and the City Light Facilities at 3614 - 4th Avenue South in Seattle, Washington will be used to provide the above OJT training.

I. **Lineworker:** **Approximate Hours**

The apprentice shall receive the instruction and experience necessary to develop as a practical and skilled journeyworker versed in the theory and practice of this trade. The on-the-job training for Lineworker Apprentice shall consist of three and one-half (3 1/2) years or 7,000 hours of general line crew training in which the apprentices shall: rotate between North and South Line headquarters, be evaluated on a monthly basis, be required to demonstrate proficiency in Training & Testing Initiatives, and be required to maintain a daily log of OJT hours, covering items as listed below:

1. Poles, crossarms, guying 1500

2. Conductors, insulators, switches cutouts and other protective devices 1320

3. Working energized primaries with rubber gloves and rubber protective equipment, phasing, rotation..... 1000

4. Transformers, hanging, phasing, testing, and paralleling 1200

5. Services 700
(New Construction, Replacement, Weatherheads/Brothering, Splicing/Service Extension, and Troubleshooting.)

6. Underground Residential Distribution..... 960
(Material handling, installing, secondary and primary cable, setting U.G. transformers, terminations and splices, installing conduit on poles.)

7. Power Dispatchers..... 40

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

- 8. Miscellaneous..... 280
(Computer Training, Safety meeting, care and inspection of equipment, and Engineering.)

Total Hours: 7000

- a. The first 4000 hours will consist of General Construction and Safety Practices, Underground Residential Distribution (URD), Services, Power Dispatching, Engineering, and troubleshooting.
- b. The final 3000 hours will consist of Hot Sticking and/or rubber glove work on energized primary circuits.

J. Meter Electrician: Approximate Hours

The apprentice shall receive the instruction and experience necessary to become a practical and skilled journey person versed in the theory and practice of this trade. Apprentices in this trade shall receive a minimum of three (3) years/6,000 hours of training divided among the following sections. Exceptions, modifications, deletions or reassignments may be made on pre-approval of the ECAC with recommendation to the JATC for adoption. These considerations will in no event lessen the total hours allocated for this program and/or exposure for the apprentice.

- 1. Installation..... 2000
 - a. Single phase self-contained meters
 - b. Single-phase transformer-rated meters
 - c. Poly-phase self-contained meters
 - d. Poly-phase transformer-rated meters
 - e. Instrument transformers
 - f. Customer related trouble calls
 - g. Totalized metering
 - h. Crew Coordination
 - i. Primary metering
- 2. Lab/Shop 800
 - a. Meter testing
 - b. Meter programming
 - c. Meter recycling
 - d. Shop practices
 - e. Instrument transformer testing
 - f. Standards testing
 - g. Instrument repair, calibration and acceptance testing
 - h. Special fabrications
 - i. Programming meter devices

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

- 3. Substation Metering 500
 - a. Transformer loss compensation
 - b. Transducer
 - c. Station print-reading
 - d. Energy and indicating meter and instrument maintenance
 - e. Trouble calls
 - f. Intertie testing
 - g. Generation and co-generation metering
 - h. Meter programming

- 4. Audit 1300
 - a. Field testing (Meter accuracy and CT accuracy)
 - b. Hi-Bill complaints
 - c. High/low voltage investigation
 - d. Current Diversion (Check Meters and Field Investigation)
 - e. Surveys (Customer Requested and Conservation Load Survey)
 - f. Meter data programs (CCB, MDM, Command Center)

- 5. General 880
 - a. Distribution system recognition
 - b. Work practices and procedures
 - c. Clearance and grounding procedures
 - d. Meter record systems familiarization
 - e. Familiarization with DPPS
 - f. Service requirements
 - g. Construction standards
 - h. National Electric Code
 - i. EUSERC standards
 - j. Customer relations

- 6. Safety 160
 - a. Safety meeting attendance
 - b. First-aid training
 - c. Care and inspection of safety equipment and PPE
 - d. OSHA and WISHA safety standards
 - e. Chapter 296-45 WAC (Safety Standards)
 - f. Driving safety

- 7. Unit Outside Rotations 360
 - a. Distribution-Overhead (40 hours) Underground Residential (40 hours) 80
 - b. Distribution-Network Underground (Cable Splicer)..... 40
 - c. Station Construction and Maintenance..... 40

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

d. Power Dispatchers	40
e. Operators	16
f. Electrical Shop	40
g. Electrical Service Reps – 8 hours each (Residential/Commercial/Service Eng.)	24
h. Distribution Engineering	40
i. Relay (16 hours)/Communications (24 hours)	40

Total Hours: 6000

K. Water Pipe Worker:

Approximate Hours

1. First Class	400
Introduction to water systems, job skills, Workplace Expectations, safety procedures and Apprenticeship Program requirements. Receive training and obtain commercial driver's license (CDL), operate Class B vehicles.	
2. Taps	900
Install Water Services. Use Standard Plans and follow service installation procedures. Operate tap machines, select meters, use best management practices for water discharge, flush & test pipes, chlorinate water services.	
3. Reactive maintenance & repair of water systems	900
Respond to emergencies and leaks. Renew & Repair Water Services. Inspect, maintain, remove or repair watermains, services and appurtenances. Follow Storm Water Protection Policy. Communicate with customers.	
4. Projects	900
Install & maintain watermains, services, & their appurtenances, use best management practices for water discharge, flush & test pipes. Read & interpret Standard Plans & prints to select material and recognize fittings.	
5. Hydrants, Valves & Locating	450
Install, maintain and repair hydrants and various valves. Use Standard Plans to understand watermain design criteria and water system controls. Use best management practices for water discharge, perform directional flushing. Locate and mark underground utility infrastructure.	
6. Transmission System Operation & Maintenance	450
Flush, inspect & repair air valves & blow-offs, operate line valves. Maintain right-of-way grounds, gates, posts & elevated	

structures. Locate pipe lines, make visual inspections of Dams and follow Dams safety protocol.

Total Hours: 4000

L. Utility Construction Worker:

Approximate Hours

During the term of apprenticeship, the apprentice shall receive such instruction and experience in all branches of the occupation, as are necessary to develop a practical and skilled versatile worker, and perform varied electrical utility construction work and operate civil construction equipment for the City of Seattle.

Major processes in which the apprentice will be trained (although not necessarily in order listed) and approximate hours (not necessarily continuous) to be spent in each area as follows:

- 1. Utility Construction Knowledge, Skills & Maintenance 2000
Repair, maintenance and expansion of the utility's underground electrical distribution system. Basic rigging, knot tying, utility construction guidelines and print reading.
- 2. Tools, Equipment and Materials 400
Tools, equipment, and material recognition & preparation. Hand, electric, gas, pneumatic, and power tools/equipment, & material storage & security.
- 3. Safety, Electrical Recognition & Awareness 375
Energy & high voltage awareness. Electrical Safety Rules. Vault rescue & confined space safety. Flagging, signing and traffic control awareness. Trench safety and Emergency response.
- 4. Environmental Remediation 225
Emergency and incidental clean up/removal of hazardous waste and materials.

Total Hours: 3000

All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.

M. Traffic Signal Electrician:

Approximate Hours

The apprentice shall receive the instruction and experience necessary to become a practical and skilled journey person versed in the theory and

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

practice of this trade. Apprentices in this trade shall receive a minimum of three years (3)/6,000 hours of training divided among the following sections.

- 1. Safety.....500**
 - a. First Aid/CPR**
 - b. Flagging**
 - c. Use and Care of Rubber Goods**
 - d. Use and Care of Harness**
 - e. Use and Care of Hearing Protection**
 - f. OSHA/DOSH Standards**
 - g. Seattle City Light Electrical Hazard Recognition**
 - h. King County Metro Trolley Distribution System**
 - i. Aerial Rescue**
 - j. Confined Spaces**
 - k. Use and Care of Sniffer**
 - l. Grounding and Bonding**

- 2. Street Lighting.....200**
 - a. Print Reading**
 - b. Lighting Hardware**
 - c. Services/Seattle City Light Lighting Infrastructure**
 - d. Troubleshooting**
 - e. Luminaire Installations**

- 3. Traffic Signal.....1800**
 - a. Print Reading**
 - b. Basic Signal System**
 - c. Signal Hardware**
 - d. Re-Lamping**
 - e. Controllers**
 - f. Services**
 - g. Pre-emption Systems**
 - h. Span Wire Installations**
 - i. Mast Arm Installations**
 - j. Pole Foundations**
 - k. Manual on Uniform Traffic Control Devices**
 - l. National Electrical Manufacturer Association (NEMA)**
 - m. Record Keeping**

- 4. Intelligent Traffic System.....1600**
 - a. Sensys Detection**
 - b. Video Detection**
 - c. Loop Detection**

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

- d. **Adaptive Signals**
- e. **Closed Caption Television Cameras (CCTV)**
- f. **Fiber Optics**
- g. **Copper Communications**
- h. **Audible Pedestrian Signal System (APS)**
- i. **Networking**

5. Line Work.....500

- a. **Pole Setting**
- b. **Guying**
- c. **Rigging**
- d. **Line Hardware**
- e. **Secondaries**
- f. **Tree Trimming**
- g. **Multi-Jurisdictional Awareness**

6. Conduits.....300

- a. **Rigid Bending**
- b. **PVC Bending**
- c. **Risers**
- d. **Underground Installations**
- e. **Areaway Installations**

7. Cable and Wire.....500

- a. **Overhead Wire Installations**
- b. **Underground Wire Installations**
- c. **Terminal Cans**
- d. **Splices**
- e. **Underground Utility Locating**

8. Test Equipment.....200

- a. **Megger**
- b. **Voltmeter**
- c. **Stray Voltage Tester**
- d. **Laptop**

9. Field Equipment.....400

- a. **Backhoe/Mini Excavator**
- b. **Aerial Lifts**
- c. **Forklift**
- d. **Compressor and Air Tools**
- e. **Wire Trailer**

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

- f. Pole Trailer
- g. Vactor Excavation
- h. Concrete Delivery
- i. Looping Equipment

Total Hours: 6000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the Sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

- Supervised field trips
- Sponsor approved training seminars: (specify) **Provided by vendors, manufactures and other industry experts as available**
- Sponsor approved online or distance learning courses: (specify) **Occupation related courses recommended by instructors, identified by Seattle City Light, Finance & Administrative Services and Seattle Public Utilities which fill an identified need from a community or technical college or other sources as available.**
- State Community/Technical college
- Private Technical/Vocational college
- Sponsor Provided (lab/classroom)

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

(X) Other (specify):

- **Approved Computer Based Training**
- **State-approved Private Training Agency**
- **Approved Qualified Journey Level In-house Instructors/Trainers.**
- **Certified Commercial Driver License Training**
- **Harris Institute of Technical Training**
PO Box 33577, Seattle, WA 98133
Office: (503) 901-6132
Web: www.metergod.com

B. SEE BELOW Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Automotive Sheet Metal, Electrical Constructor, Generation Electrician Constructor, Lineworker, Cable Splicer, Meter Electrician, Hydroelectric Maintenance Machinist and Traffic Signal Electrician: Each apprentice shall enroll in and attend classes in the trade for not less than four (4) hours weekly for a minimum of 144 hours per year during the term of apprenticeship.

Heavy Duty Mechanic: Apprentices will receive a minimum of 144 of RSI over the course of their apprenticeship. Please note, the RSI is delivered during the first two (2) years as part of the Heavy Duty Diesel program offered by Lake Washington Technical College. Consequently, during years three (3) and four (4), may not achieve the required 144 hours of RSI per year.

Drainage and Wastewater Collection Workers: Each apprentice shall enroll in and attend classes in subjects related to the trade for a minimum of 144 hours per year during the term of apprenticeship. An apprentice scheduled to attend Related Supplemental Instruction (RSI) during regular working hours will be paid. PAID RSI Hours will be counted as RSI and not On the Job Training hours.

Utility Construction Worker: Each apprentice shall enroll in and attend classes in subjects related to the trade. A minimum of 216 RSI hours are required during the term of their apprenticeship.

Water Pipe Worker: Each apprentice shall enroll in and attend classes in subjects related to the trade for a minimum of 144 hours per year during the term of apprenticeship. An apprentice scheduled to attend Related Supplemental Instruction (RSI) during regular working hours will be paid. PAID RSI Hours will be counted as RSI and not On the Job Training hours.

(X) Twelve-month period from date of registration. *

() Defined twelve-month school year: **(insert month)** through **(insert month)**.

() Two-thousand hours of on the job training.

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

C. Additional Information:

None

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The Sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the Sponsor. The program Sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The Sponsor may provide advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All Sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. Sponsor Procedures:
 - a. **By Resolution 16820, the City Council, on January 17, 1955 and ordinance 107790, recognized the need for an Apprenticeship Program in the City of Seattle. To this end, the Mayor appointed a Joint Advisory Apprenticeship Committee (JAAC), henceforth shall be called the Joint Apprenticeship Training Committee (JATC) as of September 26, 2002, to further the purposes of this program.**
 - b. **This Joint Apprenticeship Training Committee (JATC) is to function under Resolution of the City Council and the City Charter and in harmony with Washington State laws governing apprenticeship, under the Washington State Apprenticeship and Training Council.**
 - c. **The following terms used herein shall be construed as specified below:**

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

- (1) "City Department" shall mean any Department, City of Seattle, created by Charter and requiring the service of an "Apprenticeable Craft."**
 - (2) "Commission" shall mean the City Personnel Department, City of Seattle.**
- d. The Joint Apprenticeship Training Committee (JATC) consists of three (3) members from Organized Labor and three (3) members from City Service, all appointed by the Mayor, and confirmed by the City Council, for terms of three (3) years. The terms of the first appointees are staggered so that the terms of one from Organized Labor and one from City Service shall expire the first of each year thereafter. One new appointment will be made the first of each year from each of the respective groups. Members may be reappointed. The Joint Apprenticeship Training Committee (JATC) shall:**
- (1) Prepare annual reports of the work of the Apprenticeship Subcommittees, a copy of which report shall be furnished to each Apprenticeship Subcommittee, the City Department, the City Personnel Department, the Mayor and the City Council.**
 - (2) Review and approve the minutes of all meetings of the Apprenticeship Subcommittees.**
 - (3) Apprenticeship Subcommittees shall be established for each apprenticeable craft with equal representation from City Service and the Labor organization involved; the number of members, tenure thereof, and appointments shall be decided by the Joint Apprenticeship Training Committee (JATC).**
 - (4) Representatives of the apprenticeship subcommittees shall participate in the interviewing of and/or administration of working tests to all certified eligible apprentice candidates to ascertain their ability to meet applicable apprenticeship standards in accordance with the City's Personnel Rules and Collective Bargaining Agreements. The apprentice candidates selected by the Hiring Authority shall be recommended by the apprenticeship subcommittee to the JATC for placement into apprenticeship.**
- e. Local Apprenticeship Committee Policies**
- (1) Apprenticeship Administrative Guidelines and Apprenticeship Operating procedures recommended by the sub-committee's and**

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

approved by the JATC, which may from time to time be added or updated.

- (2) City of Seattle Employment Policies and Procedures**
- (3) City of Seattle Workplace Expectation**
- (4) City of Seattle Fit for Duty and Drug Free Workplace Policy.**
- (5) Collective Bargaining Agreements.**

B. Disciplinary Procedures

1. The obligations of the Sponsor when taking disciplinary action are as follows:
 - a. The Sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The Sponsor will inform all apprentices of their rights and responsibilities per these Standards.
 - b. The Sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The Sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the Sponsor will become effective immediately.
2. The Sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The Sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the Sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

- c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or Sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
- a. **Failure on the part of an apprentice to show regular attendance at classes or failing any quarter of the related training classes, or failing to meet on-the-job performance evaluation expectations will be deemed as sufficient cause for the Apprenticeship Subcommittee to recommend to the JATC disciplinary action which may include but not be limited to the cancellation of their apprenticeship agreement. All missed classes must be made up before the next scheduled apprentice pay increase is granted.**
 - b. (1) **Failure on the part of the apprentice to successfully pass a regularly scheduled proficiency exam will result in the following actions:**
 - (a) **The apprentice will be given additional training during a 25-day period immediately following the day of the failed test. The apprentice will be allowed to re-take the exam on the 26th day.**
 - (b) **The apprentice's wage advancement date will be extended by 3 days (this also means that their completion date will be extended by 3 days).**
 - (2) **If the apprentice fails the exam the second time they take it, the following actions will be taken.**
 - (a) **The apprentice will be given additional training during a 25-day period immediately following the date of the second failed test. The apprentice will be allowed to re-take the exam on the 26th day.**
 - (b) **The apprentice's wage advancement date will be extended by an additional 25 days or a total of 28 days including the 3 days from the first failure.**
 - (3) **If the apprentice fails the exam a third time, the matter will be referred to the Joint Apprenticeship Training Committee (JATC), which may recommend termination from the program.**
 - c. **If an apprentice misses more than two (2) school classes in any quarter without prior approval by the apprenticeship sub-committee, the apprentice may be summarily dropped from the program and discharged.**

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

- d. Employer and Union agree to carry out the instruction and disciplinary action of the JATC in respect to an Apprentice's academic and OJT performances.**
- e. The JATC has the authority and responsibility to review the recommendations of the subcommittee and take action, which may include, but not limited to, requiring the apprentice to adhere to an Individual Training Plan (ITP), withholding wage progression, suspension, and/or cancellation of the apprenticeship agreement.**
- f. No apprentice may begin the next school year until they have successfully completed all the requirements of their Related Supplemental Instruction (School) for the previous year. Apprentices having failed to successfully complete their RSI before the start of the next academic year may be required to repeat the failed RSI course or year of their apprenticeship. Or may be canceled from the program. This matter will be handled by the JATC with recommendation from the Subcommittee.**
- g. An apprentice may not miss related training classes due to overtime work without approval from the sub-committee or as outlined in the Apprentice Administration.**
- h. Harassment of co-workers, journey-workers, crew chiefs, management or labor representatives or instructors will not be tolerated by the JATC and disciplinary action may result including but not limited to suspension or cancellation of an apprenticeship agreement after an investigation determined that the harassment claim is valid.**
- i. Apprentices who miss more than the minimum number of regular straight-time hours per anniversary year as defined in Section IV: Term of Apprenticeship, shall automatically have their apprenticeship program extended by the required number of hours over the minimum. Active Military duty and all other unlisted items shall be evaluated on a case by case basis by the JATC, which may result in a temporary suspension or extension of their apprenticeship program for all hours less than those defined under Section IV: Term of Apprenticeship.**
- j. Acquire and maintain certifications necessary for the occupations. Failure to acquire and maintain required certifications may result in disciplinary action, up to and including cancelation of the apprenticeship agreement.**

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or Sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – REPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The Sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The Sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved Standards.

B. Program Operations:

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

Sponsors shall submit required reports through the Apprentice Registration and Tracking System (ARTS).

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

- d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:
- a. Program name
 - b. Sponsor’s introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the Sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

2. The Sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The Sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The Sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The Sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor any requested documentation for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The Sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the Sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship.

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

The Sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The Sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The Sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The Sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these Standards. The Sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these Standards.
3. The Sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the Sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The Sponsor must also provide the following information:

- a. Quorum: **See above**
- b. Program type administered by the committee: **Individual Joint**

The Joint Apprenticeship Committee shall be composed of three (3) representatives from the City Service and three (3) representatives from Labor organizations with apprenticeable crafts, appointed by the Mayor of the City of Seattle, in accordance with the Resolution passed by the City Council.

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

c. The employer representatives shall be:

Todd Toshio Snider, Secretary
700 5th Ave., Suite 4900
Seattle, WA 98124

Michiko Starks
700 5th Ave., Suite 3300
PO Box 34023
Seattle, WA 98124-4023

Lisa Reager
805 S. Charles Street
Seattle, WA 98134

d. The employee representatives shall be:

Jeff Berry, Chair
700 5th Ave. Suite 3300
PO Box 34023
Seattle, WA 98124-4023

Tom Kelly
805 S. Charles St.
Seattle, WA 98134

Kurt Swanson
595 Monster Rd SW., Suite 213
Renton, WA 98055

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

None

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

Automotive & Metal Trades Craft Apprenticeship Subcommittee

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

The Employer Representatives Shall Be:

**Shawn Weeks, Secretary
700 5th Ave., Suite 5200
Seattle, WA 98124**

**Jonathan Blunt
255 S. Spokane St.
Seattle, WA 98134**

**Mike Ward
12600 Stone Ave. N.
Seattle, WA 98133**

The Employer Representatives Shall Be:

**Rob Stahnke, Chair
805 S. Charles Street
Seattle, WA 98134**

**Scott Wade
805 S. Charles Street
Seattle, WA 98134**

**Ricky Montoya
12600 Stone Ave. N.
Seattle, WA 98133**

Drainage and Wastewater Collection Worker Subcommittee

The Employer Representatives Shall Be:

**Kaniteli Puloka, Chair
Seattle Public Utilities
700 5th Ave., Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Gene Calhoun
Seattle Public Utilities
700 5th Ave., Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Brian Alabe
Seattle Public Utilities
700 5th Ave., Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Ray Bernardez, Alternate
Seattle Public Utilities
700 5th Ave., Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

The Employee Representatives Shall Be:

**Scott Carey, Secretary
Seattle Public Utilities
700 5th Ave., Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Jeremy Watkins
Seattle Public Utilities
700 5th Ave., Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

**Angell Harris
Seattle Public Utilities
700 5th Ave., Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

Electrical Craft Subcommittee

The Employer Representatives Shall Be:

**Dawn Nelson, Chair
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

**Jeff Johnson
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

**Ed Hill
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

**Sean Ryon
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

**Kelly Haren
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

**Siriphan Clayton
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

**Doris Tao, Alternate
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

**Doug Smart, Alternate
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

**Mike Ordon, Alternate
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

The Employee Representatives Shall Be:

**Ben Crum, Secretary
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

**Tyler Estby
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

**Andrew Bailey
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

**Jeff Andersen
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

Chuck Mahar
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124

Todd Ellermeier
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124

Trenton Hornbeck, Alternate
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124

Hydroelectric Maintenance Apprenticeship Subcommittee (HEMMAC)

The Employer Representatives Shall Be:

Ray Ely, Secretary
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124

Cheryl Crawford
PO Box 34023
Seattle, WA 98124

Nettie Dokes
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124

David Boneham, Alternate
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124

The Employee Representatives Shall Be:

Jeff Cheever, Chair
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124

Ramsey Wood
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124

Dave Corn
PO Box 34023
Seattle, WA 98124

Traffic Signal Electrician Apprenticeship Subcommittee

The Employer Representatives Shall Be:

Brian Forsythe
4200 Airport Way S.
Seattle, WA 98108

Dusty Rasmussen
700 5th Ave, Suite 3700
Seattle, WA 98124

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

The Employee Representatives Shall Be:

Jay Swedman
2800 1st Ave S, Suite 310
Seattle, WA 98101

Ralph Studer
4200 Airport Way S.
Seattle, WA 98108

Water Pipe Worker Subcommittee

The Employer Representatives Shall Be:

Charles Jackson, Secretary
Seattle Public Utilities
700 5th Ave., Suite 4900
Seattle, WA 98124-4018

Chris Wolf
Seattle Public Utilities
700 5th Ave., Suite 4900
Seattle, WA 98124-4018

Gisela Sanabria
Seattle Public Utilities
700 5th Ave., Suite 4900
Seattle, WA 98124-4018

Joshua Werner
Seattle Public Utilities
700 5th Ave., Suite 4900
Seattle, WA 98124-4018

The Employee Representatives Shall Be:

Bruce Bentley, Chair
Seattle Public Utilities
700 5th Ave., Suite 4900
Seattle, WA 98124-4018

Sabrina Clark-Bentley
Seattle Public Utilities
700 5th Ave., Suite 4900
Seattle, WA 98124-4018

Tom Erickson
Seattle Public Utilities
700 5th Ave., Suite 4900
Seattle, WA 98124-4018

Gloria Garcia
Seattle Public Utilities
700 5th Ave., Suite 4900
Seattle, WA 98124-4018

Utility Construction Worker Apprenticeship Subcommittee

The Employer Representatives Shall Be:

Karen DeVenaro, Secretary
700 5th Ave, Suite 4900
PO Box 34018
Seattle, WA 98124

Garth Silvernale, SCL
3613 4th Ave S.
Seattle, WA 98134

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

Bridgett Bascomb, Alternate
700 5th Ave, Suite 3300
PO Box 34023
Seattle, WA 98124

Jeri Emundson, Alternate
700 5th Ave, Suite 3300
Seattle, WA 98124

The Employee Representatives Shall Be:

John Masterjohn, Chair
2800 1st Ave S, Suite 310
Seattle, WA 98121

Patrick Hammond
700 5th Ave, Suite 3300
Seattle, WA 98124

Kristy Tibbetts, Alternate
700 5th Ave, Suite 3300
Seattle, WA 98124

XIII. TRAINING DIRECTOR/COORDINATOR:

The Sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Michiko Starks, SCL, Training Director
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124

Bridgett Bascomb, SCL Coordinator
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124

Todd Toshio Snider
Apprenticeship Program Manager
Seattle Public Utilities
700 Fifth Avenue, Suite 4900
Seattle, WA 98124

Tauna Hood, SCL Coordinator
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124

Brian Forsythe
Signal and ITS Field Operations Manager
Seattle Department of Transportation
4200 Airport Way South
Seattle, WA 98108