

**Construction Inspector Trainee
Required Technical “On-the-Job” Element Sets**

(Revised 1/24/2012)

Job Element Set:	Refers to a group of related tasks or job elements to be completed by each Trainee.
Road & bridge Specification Series:	The numerical reference to a Road & Bridge Specification series. Example: The 100 series refers to General Provisions, the 300 series to Roadway construction, etc.
Successful Set Completion Date:	The date that a qualified Monitoring Inspector (such as a certified Inspector, Inspector Senior, or Construction Manager; a certified materials tester, Companies QA Manager or a certified traffic engineer) who has been empowered with the responsibility to insure that the trainee has demonstrated proficiency in completing all the related job elements in that specific set. The term “certified” as it applies in this definition means that the Monitor is fully qualified/experienced in the subject area or is certified in a subject area. The Monitoring Inspector may be employed by VDOT or by a consulting firm.
Monitoring Inspector’s Signature:	The signature of a qualified monitor (such as a certified Inspector, Inspector Senior, or Construction Manager; a certified materials tester, or a certified traffic engineer) who has been empowered with the responsibility to insure that the trainee has demonstrated proficiency in completing all the related job elements in that specific set. The term “certified” as it applies in this definition means that the Monitor is fully qualified/experienced in the subject area or is certified in a subject area. The Monitoring Inspector may be employed by VDOT or by a consulting firm.

Official Qualification Date:

The date that the QA Construction Manager certifies that the Trainee has successfully completed all the related job elements in that specific set.

Note: This signature accompanied by the Official Qualification Date is used in determining the Trainee's eligibility for the In-band Adjustment and/or the Upward Role Change.

CONSTRUCTION INSPECTOR TRAINEE

REQUIRED TECHNICAL “ON-THE-JOB” ELEMENT SETS

Trainee’s Name:			DATE EMPLOYED:		
Job Element Set	Road & Bridge Specifications Series	Successful Set Completion Date	Monitoring Inspector’s Signature	Official Qualification Date	VDOT Construction Manager’s Signature
GENERAL ORIENTATION (2 TOTAL SETS)					
1. Explain normal project Organizational Structure	N/A				
2. Meet Project Engineer					
GENERAL PROVISIONS (7 TOTAL SETS)					
3. Control of Work (Project Procedures)	100				
4. Control of Work (Construction Stakes, Lines, & Grades) Note: Includes Slope Staking & Bridge Stakeouts	100				

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GENERAL PROVISIONS (7 TOTAL SETS)					
5. Control of Material (Materials Entry Data)	100				
6. Control of Work (Disposal Areas)	100				
7. Environmental Protection (Permits, Certificates, Licenses, & Stipulations)	100				
8. Prosecution & Progress of Work (Progress Reports)	100				
9. Measurement of Payment (Computerized Monthly Estimates)	100				

Trainee's Name:			DATE EMPLOYED:		
Job Element Set	Road & Bridge Specifications Series	Successful Set Completion Date	Monitoring Inspector's Signature	Official Qualification Date	VDOT Construction Manager's Signature
ROADWAY CONSTRUCTION (14 TOTAL SETS)					
10. Clearing & Grubbing	300				
11. Drainage Structures (Pipe & Box Culverts)	300				
12. Earthwork (Borrow Material: Borrow Excavation & Select Borrow)	300				
13. Earthwork (Excavation & Embankments)	300				
14. Earthwork (Undercut Excavation & Backfill)	300				

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ROADWAY CONSTRUCTION (14 TOTAL SETS)					
15. Subgrade & Shoulders	300				
16. Soils Compaction Tests	300				
17. Nuclear Compactions	300				
18. Hydraulic Cement Stabilization (Soil Cement) Or Lime Stabilization	300				
19. Hydraulic Cement Stabilization (Cement-Stabilized Subbase/Aggregate)	300				

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ROADWAY CONSTRUCTION (14 TOTAL SETS)					
20. Subbase Course (& Aggregate Base Course)	300				
21. Liquid Bituminous Material	300				
22. Asphalt Concrete Pavement	300				
23. Concrete Testing	300				
BRIDGES & STRUCTURES (12 TOTAL SETS)					
24. Structural Excavation (& Foundations)	400				
25. Pile Driving (Sheet Piles & Bearing Piles)	400				

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BRIDGES & STRUCTURES (12 TOTAL SETS)					
26. Form Checking - Structures	400				
27. Hydraulic Cement Concrete Operations (Concrete Placing-Structures)	400				
28. Bridge Deck Construction (Placing & Finishing Bridge Decks)	400				
29. Construction Joints, Preformed Elastomeric Joint Sealer, & Elastomeric Expansion Dams (Expansion & Construction Joints)	400				

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BRIDGES & STRUCTURES (12 TOTAL SETS)					
30. Reinforcing Steel	400				
31. Steel Structures (Structures Steel) or Prestressed Concrete Beams	400				
32. Dismantling & Removing Existing Structures or Removing Portions of Existing Structures	400				
33. Rip Rap	400				
34. Concrete Slope Protection	400				
35. Damp-proofing	400				

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INCIDENTIAL CONSTRUCTION (20 TOTAL SETS)					
36. Underdrains	500				
37. Incidental Concrete Construction	500				
38. Sidewalks, Steps & Handrails	500				
39. Guardrail & Steel Median Barriers	500				
40. Retaining Walls	500				
41. Fences (Fencing)	500				
42. Demolition of Pavement & Obscuring Roadway	500				

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INCIDENTIAL CONSTRUCTION (20 TOTAL SETS)					
43. Patching Hydraulic Cement Concrete Pavement	500				
44. Relocating or Modifying Existing Miscellaneous Items	500				
45. Allaying Dust	500				
46. Maintaining Traffic (Maintenance of Traffic)	500				
47. Mobilization	500				
48. Field Office	500				
49. Planning Pavement (Milling & Cold Planning Only)	500				

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INCIDENTIAL CONSTRUCTION (20 TOTAL SETS)					
50. Demolition of Buildings & Clearing Parcels	500				
51. Contractor Construction Surveying	500				
52. Trainees on Construction Projects	500				
54. Sound Barrier Walls	500				
54. Utility Coordinator and Water & Sanitary Sewer Facilities (Utilities Inspection)	500				
55. Mailbox Post	500				

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ROADSIDE DEVELOPMENT (1 SET)					
56. Topsoil & Seeding (Topsoil, Seeding and Mulching)	600				
TRAFFIC CONTROL DEVICES (5 TOTAL SETS)					
57. General	700				
58. Traffic Signs	700				
59. Traffic Signals (Traffic Signalization)	700				
60. Pavement Markings & Markers	700				
61. Lighting Systems (Electrical Work & Conduit)	700				

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MISCELLANEOUS (6 SETS)					
62. Basic Plan Reading	-				
63. Surveying Checklist	-				
64. Level Care & Use	-				
65. Transit Care & Use	-				
66. Project Preparation	-				
67. Project Finalization	-				