

## HIGHWAY MAINTENANCE WORKER PROGRAM

### REGISTRATION PACKAGE

- ✓ Read **ALL** documentation carefully in order to ensure that you understand the information contained within the registration package.
- ✓ Ensure supporting documentation is attached.

#### SUPPORTING DOCUMENTATION - CHECKLIST

The following items must be completed and returned by email to [training@northern.on.ca](mailto:training@northern.on.ca) :

- ✓ Completed Registration form (Page 7)
- ✓ Copy of DZ license \*
- ✓ Completed Answer Sheet for Mechanical Reasoning Test
- ✓ Indicate method of payment

\*DZ training is available. Sudbury only. 2 week program. Additional cost

### FUNDING

Funding sources may include:

- Second Career
- Student loans
- First Nations
- RESPs (long form)
- Self-funded

The program is not eligible for OSAP.

Second Career funding can take between 6 – 8 weeks to process. In order to expedite the process please submit your application and required documents while you are waiting for confirmation of funding.

## HIGHWAY MAINTENANCE WORKER PROGRAM

12 WEEKS

### PROGRAM OBJECTIVES

Northern College in partnership with The Miller Group has developed a training program that covers the knowledge required of a Road Maintenance Worker, provides hands-on- training, and helps trainees gain valuable experience. This program will position the student to gain year-round employment as a Road Maintenance Worker.

By the end of this program, students will be:

- Qualified skilled patrollers able to identify road defects such as potholes, washouts and other basic deficiencies
- Able to replace or repair steel guiderails and cable guiderails
- Experienced in best practices for treating roads before, during and after weather events
- Trained on how to properly and safely thaw culverts and provide drainage for trouble areas
- Capable of creating and reading documentation and reports
- Able to recognize inclement weather patterns and how they impact operations
- Aware of environmental factors influencing road conditions
- Knowledgeable in salt and sand management
- Trained in providing Emergency Response
- Fully trained on all aspects of the snow plow operation and maintenance
- Trained as loader, forklift and skid steer operators

This unique partnership will also receive additional training and certifications including:

- WHMIS
- Surface Miner Common Core (Trainer sign offs)
- Working at Heights
- Propane Handling
- First Aid & CPR
- Transportation of Dangerous Goods
- Book 7 – Traffic Control
- Chainsaw Handling
- Confined Space Awareness
- Due Diligence
- Fatigue Management/Work life Balance
- Employability Skills

## HIGHWAY MAINTENANCE WORKER PROGRAM

WEEK	COURSES
WEEK 1	Welcome & orientation Information about online courses Snow plow operation theory Summer job tasks Winter job tasks
WEEK 2	A combination of classroom and field work to familiarize students with all aspects of the snow plow
WEEK 3-7	Snow plow practical training and placement 1 day on the simulator
WEEK 8	Book 7 Forklift Skidsteer Loader
WEEK 9	Job Hazard Analysis Heat/Cold stress Occupational health and safety act Environmental Awareness introduction Accident/Incident reporting Employability Skills – Basic math Employability Skills – Fatigue management

## HIGHWAY MAINTENANCE WORKER PROGRAM

WEEK	COURSES
WEEK 10	First Aid & CPR ( 2 days ) Load securement Chainsaw operation Employability skills – Worklife balance
WEEK 11	Fuel handling Propane handling Tool maintenance and inspection Surface miner common core ( 2 days ) Employability skills – Resume writing and job search
WEEK 12	Due diligence Working at heights Employability skills – Report writing and documentation Finish online courses

## LABOUR MARKET INFORMATION

The skills acquired in this program will assist graduates in obtaining entry level, year-round employment within the highway maintenance and trucking industry. There is great need for qualified workers capable of providing routine maintenance and rehabilitation services on provincial highways, municipal roads and bridges, and toll highways. Please see link to Labour Market Information below:

<https://fnetb.com/wp-content/uploads/2016/11/Truck-Driver-Far-Northeast-Region-EN.pdf>

## CERTIFICATION

Participants who successfully complete this 12 week program will receive a Northern College Certificate. To obtain this certification, the participant must obtain an overall passing grade of 80%. Students must also maintain at a minimum 98% attendance throughout the program. This standard must be upheld knowing that students missing classes will miss critical instruction.

## ADMISSION REQUIREMENTS

In order to enroll in this program, participants must be at least 18 years of age, possess a minimum education level of Grade 10 or equivalent and hold a valid "DZ" license.

Applicants must complete the following:

- ✓ Registration form
- ✓ Mechanical Reasoning Test

Acceptance letters will be issued after completed registration package and copy of DZ license have been provided.

## FEE SCHEDULE

**Non-refundable tuition fees for this program are \$12,775.00**

Included in the program will be:

- 12 week Highway Maintenance Program training
- Personal Protective Equipment \*\*
- Graduation

**\*Tuition does not include the cost of accommodations or travel to the training locations**  
**Rates are reviewed annually.**

**Seats will be given on a first paid basis.** Our minimum number of participants per intake is 8.

For those who are not eligible for sponsorship, a non- refundable deposit of \$1,000.00 will be required in order to secure their seats. Tuition must be paid in full prior to commencing training.

Only a letter confirming sponsorship from a sponsoring agency will be accepted in lieu of the deposit. A letter confirming a schedule of financial assistance must be submitted.

If you are thinking of applying for Second Career funding, it is important to remember that this process can take up to 8 weeks before approval is confirmed. Please contact your local service providers to verify funding eligibility and to begin the process of completing the application package.

### **\*\* PERSONAL PROTECTIVE EQUIPMENT REQUIRED**

Arrangements will be made to ensure that the equipment listed below will be provided at the start of the program.

**The cost of this equipment is included in the tuition fee.** Please remember to wear weather appropriate clothing.

- CSA approved safety-boots
- Safety vest
- Work gloves
- Safety glasses
- CSA approved hard hat

### **ACCOMMODATIONS**

**Accommodations and associated costs are NOT included in the program.** If required, students are responsible for securing their own accommodations. Interested students may contact Carrie Ann Bettiol, Residence Officer at Northern College Timmins Campus to inquire about availability of residence accommodations by telephone at 705-235-6800 or email [bettiolc@northern.on.ca](mailto:bettiolc@northern.on.ca)

### **CONTACT INFORMATION**

If at any time you require assistance completing the registration package, please contact Northern Training Division at 705-235-3211, ext. 2270 or via email at [training@northern.on.ca](mailto:training@northern.on.ca)

## REGISTRATION FORM

Please return forms to [training@northern.on.ca](mailto:training@northern.on.ca). Please include copy of your DZ license and the completed answer sheet for the Mechanical Reasoning Test.

Name: (please print)	Date of birth: ____/____/____ DD      MMM      YYYY		
Mailing address:			
PO Box/Suite/Apt:			
	City:	Province:	Postal Code:
Phone:	Home:	Cell:	
E-mail address:			
Payment Method :	<input type="checkbox"/> Second Career Funding <input type="checkbox"/> Other _____		

### EDUCATION:

#### 1. What is the highest level of education you have completed?

- ☐ Grade 8-10    ☐ Grade 11    ☐ Grade 12    ☐ Grade 12 Equivalent    ☐ Grade 13/OAC  
☐ College – Certificate: \_\_\_\_\_  
☐ College – Diploma: \_\_\_\_\_  
☐ University – Degree: \_\_\_\_\_  
 Other: \_\_\_\_\_

#### 2. If you do not have a grade 12 diploma, please answer the following questions:

- a) Have you ever participated in an upgrading program?    ☐ Yes    ☐ No  
     If yes, which program and in what year? \_\_\_\_\_  
 b) Did you complete the upgrading?    ☐ Yes    ☐ No  
     If NO, why not? \_\_\_\_\_  
 c) Do you have an identified learning disability?    ☐ Yes    ☐ No

If yes, please elaborate: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_