

**WORK PROCESS SCHEDULE  
ASSEMBLER, METAL BUILDING**

**O\*NET-SOC CODE: 47-2221.00    RAPIDS CODE: 0877**

National Occupation     State Occupation

This schedule is attached to and a part of these Standards for the above identified occupation.

**1. APPRENTICESHIP APPROACH**

Time-based                       Competency-based                       Hybrid

**2. TERM OF APPRENTICESHIP**

The term of the apprenticeship is 4000 hours, supplemented by the 300 total hours of related instruction.

**3. RATIO OF APPRENTICES TO JOURNEYWORKERS**

The apprentice to journeyworker ratio is: 1 apprentice to 1 journeyworker.

**4. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the journeyworker wage rate. The journeyworker wage for this occupation is \$19.

In no case will the starting wages of apprentices be less than that required by a minimum wage law.

APPRENTICE WAGE SCHEDULE		
Wage Period	Hourly Rate	Wage Increase Requirements
Starting Wage (1 <sup>st</sup> )	\$17.50	Complete 700 OJL Hours to move to 2 <sup>nd</sup> Wage Period
2 <sup>nd</sup>	\$18.00	Complete another 700 OJL Hours to move to 3 <sup>rd</sup> Wage Period
3 <sup>rd</sup>	\$18.50	Complete another 700 OJL Hours and Year 1 Curriculum to move to 4 <sup>th</sup> Wage Period
4 <sup>th</sup>	\$19.00	Complete another 700 OJL Hours to move to 5 <sup>th</sup> Wage Period
5 <sup>th</sup>	\$19.50	Complete another 700 OJL Hours to move to 6 <sup>th</sup> Wage Period
6 <sup>th</sup>	\$20.00	Complete another 500 OJL Hours and Year 2 Curriculum to move to Ending Wage
Ending Wage	\$20.50	Upon completion, apprentice will have completed 4000 OJL Hours and 300 Hours of required RTI



## 5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 1000 hours.

## 6. SELECTION PROCEDURES

### SECTION I – MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications to be eligible for the pool of applicants:

#### A. Age

Applicants must not be less than 18 years of age and provide appropriate verification of age respecting Alabama state laws.

#### B. Education

Applicants are not required to have a high school diploma, General Educational Development (GED) equivalency, or other high school equivalency credential.

#### C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

#### D. Other

Applicants must pass a drug screen for the current illegal use of drugs upon acceptance into the program and prior to being employed.

### SECTION II – SELECTION PROCEDURES

The sponsor has adopted the following selection procedures, consistent with the requirements set forth in 29 CFR § 30.10(b):

- A. Applications will be accepted as specified by the sponsor.
- B. Every applicant will be required to complete an application that will be made available by the sponsor.
- C. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false



statements on their applications will be disqualified and no further processing of such application will be taken.

- D. Applicants who meet the minimum qualifications will be entered into the pool of eligible applicants.
- E. Applicants will have the opportunity to review the standards, the sponsor's written rules and policies, and the apprenticeship agreement during the application process and prior to joining program.
- F. Sponsor will conduct apprenticeship interviews and may conduct internal human resources procedures prior to an offer of employment as an apprentice.

### **SECTION III – DIRECT ENTRY**

The sponsor who invokes a direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Direct entry shall be done without regard to race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or an individual with a disability or a person 40 years old or older. The methods for direct entry are as follows:

- A. A military veteran who has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupation registered. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. The sponsor will evaluate the training received to grant appropriate credit.
- B. An individual who has completed an AOA certified pre-apprenticeship training program and meets the minimum qualifications of the apprenticeship program. may be admitted directly into the program. The applicant shall provide official documentation confirming that they fulfilled the specific requirements of the pre-apprenticeship program, such as skills assessments, completion/graduation certificates, and transcripts. The sponsor will evaluate the pre-apprenticeship training received to grant appropriate credit.
- C. Individual who is a current employee of the sponsor. The sponsor will evaluate the current employee's skills to grant appropriate credit.



## WORK PROCESS SCHEDULE ASSEMBLER, METAL BUILDING

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### Work Process Guidelines:

- During the apprenticeship, the apprentice shall receive work experience and job-related education in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled professional.
- The program sponsor or its designated apprenticeship committee must ensure apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship and identify what methodology will be used to track progression of experience on-the-job.
- Such on-the-job learning shall be carried on under the direction and guidance of a qualified professional.

### Occupation Description:

Assembles prefabricated metal buildings according to blueprint specifications using hand tools, power tools, and hoisting equipment. Erects frame of building using hoist. Bolts steel frame members together. Attaches bracing and insulation materials to framework. Fastens roofing and siding to framework. Reads blueprints to determine locations of items such as doors, windows, ventilators, and skylights. Installs items using wrenches and power tools. Modifies as necessary for facilitation of erection and installation using cutting torch. Trims excess sheet metal using power saw, power shear, and tin snips. Installs corner, gable, rake, door, and window trims. Installs gutter and downspouts. Performs proper clean up duties at the end of each day, organizes, and stores materials in appropriate places for use at a later time.

<b>On-the-Job Learning (OJL) Outline</b>	<b>OJL Hours</b>
<b>1) Job site safety</b>	<b>200</b>
<b>2) Materials identification</b>	<b>50</b>
<b>3) Hand and power tools</b>	<b>100</b>
A. Name and proper use	
B. Care and maintenance of tools	
<b>4) Equipment</b>	<b>100</b>
A. Light blocks, ropes, etc.	
B. Cranes, forklifts, aerial lifts, etc.	



C. Inspection

**5) Pre-assembly procedures 50**

- A. Safety and emergency services
- B. Concrete and anchor bolts
- C. Conditions at work site

**6) Hoisting 200**

- A. Rigging
- B. Ground control signals
- C. Unhooking

**7) Assembly 1950**

- A. Materials receiving
  - I. Planning and scheduling
  - II. Handling and inventory
  - III. Unloading and shakeout
  - IV. Storage and protection
- B. Structural
  - I. Primary framing
  - II. Secondary framing
- C. Fitting up
  - I. Bracing
  - II. Plumbing and squaring
  - III. Field adaptation
  - IV. Use of builder's transit
- D. Covering
  - I. Wall panels
    - a. Layout
    - b. Insulation
    - c. Standard rib panels
    - d. Concealed fastened panels
    - e. Composite panels
    - f. Insulated metal panels
    - g. Accessories
  - II. Roof panels
    - a. Layout
    - b. Insulation
    - c. Standard rib panels
    - d. Standing seam panels
    - e. Composite panels
    - f. Accessories



<b>8) Trim and flashing</b>	<b>1050</b>
<b>9) Field adaptation</b>	<b>100</b>
A. Structural	
B. Covering	
C. Trim and flashing	
<b>10) Reading plans and specifications</b>	<b>100</b>
<b>11) Job completion</b>	<b>100</b>
<b>Total OJL Hours</b>	<b>4000</b>



**RELATED INSTRUCTION OUTLINE  
ASSEMBLER, METAL BUILDING**

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**Related Instruction Guidelines:**

- The course listings outline the related instruction that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related instruction that the apprentice can reach the skilled level of the occupation.
- Each apprentice’s attendance and progress in related education must be tracked and appropriate records maintained.
- Time devoted to the job-related education shall not be considered as part of the on-the-job learning.
- Failure on the part of the apprentice to fulfill their obligation as to the related education and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.

Hours Instruction Provided: During Work Hours   During Non-Work Hours   Both  
Instruction Method: Classroom   Correspondence/Shop   Web-Based Learning

RTI Provider Name: Birmingham & Associates, Inc.  
Contact Name: Chris Frederick  
Contact Phone: 205-856-5687  
Contact Email: cfrederick@birminghamassoc.com  
Contact Address: 4485 Pinson Valley Parkway, Birmingham, Alabama 35215

**Related Technical Instruction (RTI) Outline:**

**Related Technical Instruction Outline – Year One**

<b><u>Coursework</u></b>	<b><u>Required RTI Hours</u></b>
<b>1) Orientation</b>	<b>12</b>
A. Company policies	
B. Customer relations	
C. Job descriptions and qualifications	
D. Understanding profit and overhead	
<b>2) OSHA Construction 10-hour course</b>	<b>10</b>
<b>3) Testing</b>	<b>8</b>
<b>4) Audio visual, field trips, and guest speakers</b>	<b>12</b>



<b>5) Math</b>	<b>16</b>
A. Basic arithmetic	
B. Fractions	
<b>6) Tools</b>	<b>26</b>
A. Identification	
B. Demonstration	
<b>7) Trade terminology</b>	<b>12</b>
<b>8) Introduction to erection manuals</b>	<b>12</b>
A. Correlation	
B. Details	
<b>9) Basic blueprint and specifications reading</b>	<b>12</b>
<b>10) Introduction to burning with cutting torch</b>	<b>10</b>
<b>11) Material handling</b>	<b>10</b>
A. Manual	
B. Equipment	
<b>12) Introduction to accessories and trim installation</b>	<b>10</b>
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<b>Total Year One RTI Hours</b>	<b>150</b>

### **Related Technical Instruction Outline – Year Two**

<b><u>Coursework</u></b>	<b><u>Required Hours</u></b>
<b>1) Review of first year</b>	<b>12</b>
<b>2) First aid and CPR certification</b>	<b>8</b>
<b>3) Testing</b>	<b>6</b>
<b>4) Audio visual, field trips, and guest speakers</b>	<b>12</b>
<b>5) Math</b>	<b>18</b>
A. Pre-algebra	
B. Geometry	
<b>6) Construction safety</b>	<b>12</b>





<b>7) Intermediate erection manual reading</b>	<b>12</b>
<b>8) Intermediate blueprint and specifications reading</b>	<b>12</b>
<b>9) Field operations and applications of tools</b>	<b>10</b>
<b>10) Erection equipment and rigging</b>	<b>10</b>
<b>11) Mastics and sealants</b>	<b>10</b>
<b>12) Advanced burning with cutting torch</b>	<b>6</b>
<b>13) Basic welding</b>	<b>8</b>
<b>14) Intermediate accessories and trim installation</b>	<b>8</b>
<b>15) Introduction to job costing</b>	<b>6</b>
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<b>Total Year Two RTI Hours</b>	<b>150</b>
<b>Total Related Technical Instruction Hours</b>	<b>300</b>