

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 05.01.011	PAGE 1 of 5
	Policy and Procedure		EFFECTIVE DATE April 30, 1999	
SUBJECT Engineer-In-Training Program		SUPERSEDES 70-3000	DATED 5/22/80	
TITLE Design and Construction	CHAPTER General Design and Construction	APPROVED BY Signature on File		

PURPOSE

To establish a procedure for administration of the Engineer-In-Training (EIT) program.

POLICY

It is the policy of this Department to conduct an Engineer-In-Training (EIT) program subject to budget constraints. The objective of the program is to provide graduate engineers entry level training. Through work assignments in various sections within the Department, the trainee will become familiar with departmental policies and procedures and enhance their skills pertinent to the Department's needs.

PROCEDURES

A. Program

1. Eligibility: Candidates must have a bachelor of science degree, from an institution accredited by the Accreditation Board for Engineering and Technology, with a major in engineering or be in possession of an Engineer-in-Training certificate.
2. Position Control Number (PCN): PCNs will be within the regional components of Statewide Design and Engineering Services (SD&ES) and the regional construction sections. The PCNs may be flexed Engineering Assistant I/Engineering Assistant II positions.
3. Salary: New hires will enter the program as an Engineering Assistant I. Trainees may receive promotion or step increases through normal procedures. The maximum class specification that can be obtained within the program is Engineering Assistant II.
4. Duration: The duration of the program is 30 months. Extending assignment duration or adding assignments may increase the length of the program. Extensions are subject to EIT advisor approval.

5. Assignments: As a minimum, trainees will be assigned as per the training schedule of the section (preconstruction, construction) performing the hire. Disciplines of interest may be added. The work performed during an assignment will be that deemed necessary to advance the section's mission with consideration given to the trainee's training needs. It is desirable the trainee be given work tasks in as many aspects of the assignment discipline as practical.

6. Training Schedule

	Minimum Duration (Months)		
Preconstruction			
Design			8
Construction			6
Environmental			3
R/W			2
Electives			11
Construction			
Design			6
Construction			8
Environmental			3
Concurrent Review			2
Electives			11
Sample Electives			
Bridge Design	Traffic		Location Survey
Statewide Standards	Hydrology		Maintenance
Materials	Geotechnical		
Contracts			

7. Course Training

Training shall be at the direction of the EIT advisor, based on the individual needs and course availability. University courses may be included. Training can include:

- Latest version of:
 - Wordprocessing and spreadsheet software
 - AutoCADD and associated programs
- Project Management
- Contract Administration
- Technical Writing
- Technical Subjects as available

8. Oversight: Within each region, the Construction Engineer and Preconstruction Engineer will collaborate in appointing the EIT Advisor(s). They may elect to appoint one EIT Advisor supporting construction/preconstruction or each may appoint an Advisor supporting their own section/division. The EIT Advisor will arrange and monitor the trainee's

program and will provide the general supervision and counseling for the duration of the program.

The trainee's immediate supervisor for each assignment will provide direct supervision.

The Director of Statewide Design and Engineering Services will monitor program implementation and provide the policy and procedure maintenance.

B. Process

1. Hire: The Preconstruction Engineer (or designee) or Construction Engineer (or designee) will perform the hire through normal procedures.
2. Establish Program: The trainee and the EIT Advisor will develop and schedule the training program. The EIT Advisor will review and approve any scheduling changes proposed by the trainee. Assignments in a headquarters support function or a region other than where the hire was performed is at the discretion of the EIT Advisor. Assignments of this nature will be coordinated with the appropriate region EIT Advisor or the headquarters support function supervisor.
3. Rotation: The trainee will inform the upcoming immediate supervisor at least one month in advance of the rotation. Upon completion of each assignment, the trainee will forward to the EIT Advisor an Assignment Completion Report form. The Assignment Completion Report will summarize activities and address strengths of the assignment and suggestions to improve the assignment.
4. Assignment Evaluations: The trainee's immediate supervisor shall complete a Training Assignment Evaluation Report upon completion of the assignment. The evaluation will be forwarded to the EIT Advisor.
5. Evaluations: The EIT Advisor shall complete an interim and a completion-of-probation/annual evaluation, as well as an evaluation at the completion of the program. Failure to successfully complete probation will result in termination from the program and employment with the Department. Training Assignment Evaluation Reports will be a key component of the evaluation.
6. Permanent Assignment: Upon successful completion of the EIT program, the employee will be assigned to work in the division or section performing the hire. Normal procedures for transfer and promotion will apply. The employee may elect to terminate the program early by accepting a permanent assignment through the normal competitive hiring process.
7. Program Completion: The Department's certification of completion will be awarded to employees that successfully complete the program.

ASSIGNMENT COMPLETION REPORT
(forward to EIT Advisor)

ASSIGNMENT: _____

Date started: _____ Ended: _____

Supervisor: _____ Phone: _____

E.I.T. Signature: _____ Date: _____

Summary of Activities:

Comments:

TRAINING ASSIGNMENT EVALUATION REPORT
(forward to EIT Advisor)

Trainee: _____

Assignment: _____

Supervisor: _____

Phone: _____

Date started: _____ Ended: _____

Work Performed:

Job Knowledge:

Timeliness:

Accuracy/Quality:

Completeness:

Initiative:

Judgement:

Communication Ability:

Attendance/Punctuality:

Human Relations/Acceptance of supervision:

General Comments/Recommendations: