

**APPRENTICE RECORD  
UTILITY CRAFTSWORKER  
RELATED TRAINING**

**BEGINNING W/GROUP # Y**

SUBJECT	TEXT	ASSIGNMENTS	EXAMS	DATE	SCORE
1. Orientation and OP-2	Instructor's Materials	Classroom attendance @ SJFD O&M - Training Center - Class #0 - 40 Hours	Instructor Test		
2. Using Math in the Plant	TPC Training Systems #103, Maintenance Fundamentals	Unit 103, Lessons 1 through 6 and 9: 10 Study Hours. Request and complete Handout Exam.	Unit 103 Lessons 1 through 6 and 9		
3. Computer Fundamentals	Instructor's Materials	Classroom attendance at SJFD O&M - Training Center, Class #24	Supervisor Test		
4. Jobsite Safety	Instructor's Materials	Classroom attendance at SJFD O&M - Training Center, Class #25	Supervisor Test		
5. Defensive Driving	Instructor's Materials	Classroom attendance at SJFD O&M Training Center, Class #2 - 40 Hours	Instructor Test		
6. Heavy Truck Operation	DWR Manual - Heavy Truck Operator Training	Read text prior to attending class. Classroom attendance at SJFD O&M - Training Center, Class #3 - 40 Hours	Instructor Test		
7. Mathematics Review	Instructor's Materials	Classroom attendance at SJFD O&M - Training Center, Class #1 - 40 Hours	Instructor Test		
8. Calculating Weights, Pressures, Lengths and Volumes	TPC Training Systems #104, Maintenance Fundamentals	Unit 104: 20 Study Hours. Request and complete Handout Exam.	Unit 104		
9. Work Procedures and Precautions	TPC Training Systems #109, Maintenance Fundamentals	Unit 109: 10 Study Hours. Request and complete Handout Exam.	Unit 109		
10. Identification and Use of Hand Tools	DWR Manual - Tools and Their Use	Pages 1 through 75: 5 Study Hours. Request and complete Handout Exam.	Pages 1 through 75		
11. Small Engine, Chain Saw and Diesel Familiarization	DWR Manuals: Chain Saw Operations Instruction, Small Engine and Diesel	Read texts prior to attending class. Classroom attendance at OFD, Class #4 - 40 Hours	Instructor Test		
12. OP-2	Instructor's Materials	Classroom attendance at SJFD O&M - Training Center - 16 Hours			
13. Machinery Drive Components	TPC Training Systems #303, Mechanical Maintenance	Unit 303: 10 Study Hours. Request and complete Handout Exam.	Unit 303		
14. 1st Six Month Final Exam	Review all test study material	Field Division Procter to administer. Closed-book 1st-Six Month Final Exam.	1st Six Month Final Exam		
15. 1st Six Month Achievement Test	Hands-on demonstration of proficiency	During working hours, task to be selected and graded by Supervisor.	Supervisor Test		