

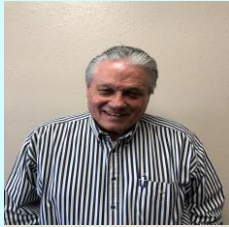


Water System Operations Specialist Wastewater System Operations Specialist **Registered Apprenticeship Programs**

Sponsored by:

National Rural Water Association and **New Mexico** Rural Water Association

New Mexico Rural Water Association Water/Wastewater Systems Operations Specialist **Apprenticeship Office Staff**



♦ Bill Connor, Executive Director



♦ Quintin Cox, Training Coordinator



♦ Susan Pelletier, Apprenticeship Coordinator

New Mexico Rural Water Association **Water/Wastewater Systems Operations Specialist Apprenticeship Instructors**



♦ Quintin Cox, Water Instructor



♦ Hal Senke, Wastewater Instructor



Why An Apprenticeship Program?

Over the next decade, the water and wastewater sectors are expected to lose between 30 to 50 percent of the workforce to retirement. Many of these employees have worked at the same utility for the majority of their careers, and they will depart with decades of valuable institutional knowledge.



Why An Apprenticeship Program?



The New Mexico Rural Water Association Water/Wastewater Systems Operation Specialist Apprenticeship Program wants to glean decades of valuable institutional knowledge before seasoned operators retire.



Goal of Apprenticeship

To provide the future work force with **Technical training** and **on-the-job learning** needed to become effective operators.



Employer Orientation

- Employer watches a 30-minute PowerPoint presentation via zoom with Apprenticeship Coordinator
- Employer signs an Employer Acceptance Agreement (EAA)
- Apprenticeship Coordinator registers employer at Public Works and Apprenticeship Application (PWAA), part of Department of Workforce Solutions
- Employer interviews the applicants to see if they will “fit” with their organization
- Employer lets Apprenticeship Coordinator know if they will hire applicant.





Employer's Acceptance Agreement (EAA) pg 1

Filled out by
Employer...

PARTICIPATING EMPLOYER ACCEPTANCE AGREEMENT

SPONSORING EMPLOYER				
1. Employer Name				
2. Street Address				
3. City			4. State	5. Zip Code
6. Name of CEO/Pres./Owner			7. Title	
8. Apprenticeship Contact Name		9. Title	10. Phone #	11. Email
12. Employer ID# (EIN):	13. Total # of Employees:	# of Skilled Operators:	# of Female Operators:	# of Minority Operators:
APPRENTICE PROGRAM ☐ Water Systems Operation Specialist ☐ Wastewater Systems Operation Specialist				

Wage Period	Qualifying Criteria	Pay Rate
Period 1	0 – 2,000 OJL, 144 RTI, Evaluation & Licensure	\$
Period 2	2,001 – 4,000 OJL, 288 RTI, Evaluation & Licensure	\$
Rate Upon Completion:		\$

**Apprentice pay rates must meet or exceed minimum wage*

I have been furnished a copy of the approved/registered New Mexico Rural Water Association Apprenticeship Standards and have read and understood them. I hereby request certification to train apprentices in the occupation classification identified under the provisions of these Standards, with all attendant rights and benefits thereof, until canceled voluntarily or revoked for good cause by the New Mexico Rural Water Association or Registration Agency.

On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker (mentor) and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years of age or older. The New Mexico Rural Water Association and Sponsoring Employers will take affirmative action to provide equal opportunity in apprenticeship and will operate the



Employer's Acceptance Agreement (EAA) pg 2

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Employer...

apprenticeship program as required under 11.2.2 NMAC.

I, the undersigned employer, hereby agree to carry out the intent and purpose of the New Mexico Rural Water Association Registered Apprenticeship Standards and to abide by the rules and decisions of the New Mexico Rural Water Association established under the Standards.

Signature

Title

Printed Name

Date

Approved by the New Mexico Rural Water Association:

Signature

Title

Printed Name

Date

Employer Responsibilities

◆ Provide:

- ◆ Hours of work (full-time – at least 30 hours a week),
- ◆ On-site supervision through full-time fully qualified mentor of at least Level 2
- ◆ Wages/Benefits to apprentices for the on-the-job training/learning (OJT) portion of the program (at least 4,000 hours)
- ◆ Apprenticeship Standards, DEFINITIONS, EMPLOYER, page iv

◆ Maintain a ratio of **1 apprentice** to **1 fully qualified mentor**

- ◆ Apprenticeship Standards, Section VI, paragraph 4, page 4

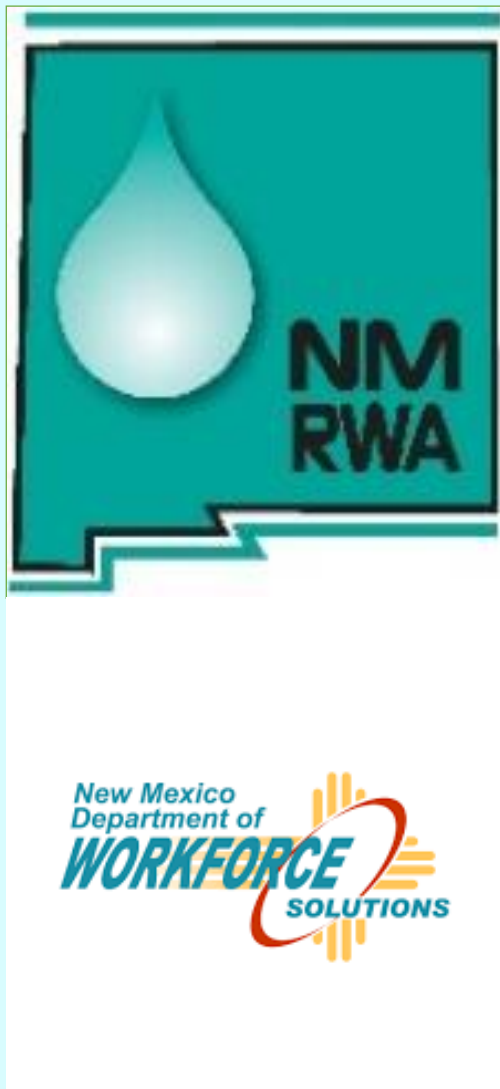
◆ Be interested in Apprentices' success

◆ Committed to support the Apprentice



Mentor Qualifications

- Have skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation, and
- Be a Level 2 or above Operator & employed full-time
- **Provide NMRWA a copy of the Mentors Certification**





Mentor Responsibilities

- ◆ Look over OJT Work Processes/Training Plan and Standards of Apprenticeship
- ◆ Make work assignments for the apprentice
- ◆ Ensure safety at the worksite
- ◆ Approve on-the-job training hours online monthly
- ◆ Evaluate apprentice every 6-months

Take two online classes...

- ◆ Anti-Harassment (1-hour) and
- ◆ Foundations of Mentorship (1-hour)

Mentor

OJT Work Processes/Training Plan

NM Dept. of Workforce Solutions Standards of Apprenticeship...

1. Tools, Equipment and Workplace Safety – 240 hours
2. Vehicles and Specialized Equipment – 400 hours
3. System Operations & Maintenance – 1,920 hours
4. Quality Control – 960 hours
5. Logistics, Reports and Supervision – 480 hours





OJT (On-The-Job Training)

Apprentice's responsibility:

Enter OJT hours **daily** online

Accumulate at least 4,000 OJT (approx. 2 years)

Mentor's responsibility:

Verify OJT hours **monthly** online





Apprentices must provide:

computer
email address and
Internet connection





Apprentice Class Training

- **Related Technical Instruction (RTI)**, at least 288 hours, provided by:
 - New Mexico Rural Water Association staff
 - Assistance from our associate members & vendors from conferences (engineers & operators)
 - Instructor led online zoom classes
 - Hands on/in person training
 - California State University, Sacramento Office of Water Program books and online tests.



Completion of Apprenticeship

Apprentice must have:

4,000 hours OJT (On-The-Job Training)

288 hours RTI (Related Technical Instruction)

4 Satisfactory mentor evaluations

Completed all assigned classes/courses

Attend all conferences assigned and

Pass the New Mexico state licensing certification exams 1 & 2

Cost for each Apprentice



Water RTI Apprenticeship Classes

Books, Classes:

\$2,132.48

Conferences, Hotel:

\$1,668



Total Cost Water RTI: \$3,800.48

Cost for each Apprentice



Wastewater RTI Apprenticeship Classes

Books, Classes:

\$1,768.98

Conferences, Hotel:

\$1,668

Total Cost Wastewater RTI: \$3,436.98





Funding for Apprentice Classes

WIOA

Workforce Innovative and Opportunity Act

💧 ITA – Individual Training Account

- 💧 Apprentice may qualify for up to \$4,000 to help pay for the school portion of the program
- 💧 If not qualified, the NMRWA will pay for all the schooling as long as funding is available

WIOA Employer Funding



- 💧 NMRWA is on the Eligible Training and Provider List (ETPL) with New Mexico Workforce Connection (NMWC)
- 💧 The employer may have access to salary assistance through WIOA (Workforce Innovative and Opportunity Act)
- 💧 **-On-the-Job Training (OJT) Program for New Hires**
- 💧 To qualify for funding, **employer must attend WIOA orientation BEFORE hiring applicant** to see if employer qualifies.

WIOA Employer Funding

On-the-Job Training (OJT) Program for New Hires



- ◆ Employer could qualify for a training subsidy of 50% of the apprentice's hourly rate for up to 1040 hours (about 6 months)
- ◆ If employer has less than 10 employees, they could qualify for a training subsidy of 75% of the apprentices' hourly rate for up to 1040 hours (about 6 months)
- ◆ Apprentice must work full-time, a minimum of 30 hours per week.
- ◆ A list of Business Subject Matter Experts in back. Employer can contact them to schedule an orientation with WIOA to see if they qualify for **SALARY ASSISTANCE.**



Incumbent worker

- Already employed workers can enter the program
 - Must meet the minimum requirements and
 - Fill out an application



Applicant Qualification

Applicants must be:

- ◆ At least 18 years old
- ◆ Have a valid driver's license and be insurable at normal commercial rates...
- ◆ Graduated from high school, or have a GED
- ◆ 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.

Standards of Apprenticeship, Section IV - Qualifications for Apprenticeship pg 3)



Applications can be filled out:

- 💧 Online at: <http://apprenticeship.nrwa.org>
- 💧 In Person NRWA Office (505) 884-1031
- 💧 Mail or email



Apprentices...

- 💧 Become valuable employees
- 💧 Learn skills on-the-job
- 💧 Protect public health
- 💧 Learn about the system's assets

Employees stay **When they are**



1. PAID WELL



2. MENTORED



3. CHALLENGED



4. PROMOTED



5. INVOLVED



6. APPRECIATED



7. TRUSTED



8. EMPOWERED



9. VALUED

A PERSON
WHO FEELS
APPRECIATED
WILL ALWAYS
DO MORE
THAN WHAT
IS EXPECTED.

Questions?

National Rural Water Association: www.nrwa.org

New Mexico Rural Water Association: www.nmrwa.org

Contact Us: (505) 884-1031 or (800) 819-9893

Email: Susan Pelletier (susanp@nmrwa.org)

Quintin Cox (quintin@nmrwa.org)

Bill Connor (bill@nmrwa.org)



Website for applicants to apply:

<https://apprenticeship.nrwa.org>