



**Retrainee – Job Creation
Training Proposal for:
Alpha Mechanical, Inc.
ET15-0210**

Panel Meeting of: July 25, 2014

ETP Regional Office: San Diego

Analyst: M. Ray

CONTRACTOR

- Type of Industry: Construction
Services
Priority Industry: Yes No
- Number of Full-Time Employees
California: 293
Worldwide: 293
Number to be trained: 211
Owner Yes No
Mgr/Supr 0
Frontline 211
- Out-of-State Competition: No OSC
- Special Employment Training: Yes No
- High Unemployment Area: Yes No
- Turnover Rate: 19%
- Repeat Contractor: Yes No
- Substantial Contribution: Yes No

FUNDING

- Requested Amount: \$99,736
- In-Kind Contribution: \$139,277

AMI is eligible for ETP funding under Special Employment Training (SET) provisions for frontline workers not threatened by out-of-state competition. The Company qualifies for ETP's priority industry reimbursement as a plumbing, heating, and air conditioning contractor.

Company representative reports that in addition to keeping up with changes in various code standards, project requirements, and environmental improvements, the Company is facing high demand in energy-efficient products and services. With the constant rise in energy costs, more customers are requiring AMI to meet the Leadership in Energy and Environmental Design (LEED) standards for sustainable buildings. LEED is an internationally-recognized green building certification system that provides framework for identifying and implementing practical and measurable green building design, construction, operations, and maintenance solutions. The result of these changes has started to transform the competitive landscape in the construction industry and forces AMI to develop increased services, quality assurance, and productivity through technology innovation.

In order for AMI to compete and survive in this market, the Company has invested in developing new capabilities and upgrading various software and hardware platforms for engineering analysis, energy modeling, building information, and project information management systems. These upgrades will assist in efficiency and quality improvements in all facets of project delivery processes. Consequently, AMI staff will require extensive training in installation, engineering, and design software systems to integrate into its business practices and construction operations to not only support industry standards and customer requirements, but also to reduce lifetime energy costs and environmental impact.

In addition to increased industry and customer demands, the need for training is also driven by market expansion into federal and municipal construction. This expansion will require the Company to provide staff with new skill sets necessary to successfully serve new clients, understand new techniques, and fulfill project requirements. ETP funding will allow AMI to deliver a comprehensive training program to meet strategic initiatives and support overall business goals. Implementation of training will enable the Company to successfully upgrade the skill sets of its workers, ensure project integrity, and effectively manage business growth.

Retrainee – Job Creation

In addition to a 30% revenue increase in the last year, AMI projects increased business from its market expansion in the federal and municipal construction. The Company has committed to hiring 19 new employees (Job Number 2). To be eligible for reimbursement under this Job Number, the trainees must be hired within the three-month period prior to Panel approval or during the term of contract.

Special Employment Training/Wage Modification

For trainees employed in a priority industry, the Panel may modify the State Average Hourly Wage of \$27.09 per hour by 25% to \$20.32 per hour. AMI requests a modified wage of some of its Production and Administrative Support Staff (Job Number 1).

Training Plan

Training will be delivered via class/lab setting at AMI's San Diego facility to provide its employees with a wide range of skills training to keep up with the industry changes, customer demands, and business expansion as follows:

Business Skills – Training will be delivered to Engineering staff and Foremen to acquire skills to professionally interact with customers and identify their business needs. Administrative Support staff will benefit from project management as well as service costing and financial modeling skills training to define client contracts and explain project costs. Training topics in Interpersonal Communication, Business Partnering, and Contract Administration are necessary to service new accounts, surpass customer satisfaction, and increase competitive advantage.

Commercial Skills – Training will be delivered to all occupations as it relates to their job duties. All trainees will receive training in blueprint reading, direct digital control, and standard operating procedures to ensure efficiency and improve customer satisfaction. LEED training will allow workers to move toward all aspects of green building to implement strategies for better environmental and health performance.

Computer Skills – Training will be delivered to all trainees as it relates to their job function. AML's business success relies heavily on technology. As such, all trainees will receive training in various workflow systems to increase communication between field workers, office staff, and customers. Training in Trimble and various AutoCAD topics will increase accuracy and quality of fittings as well as reduce over-ordering of materials, thereby, saving money. Various AutoCAD training is vital to promote the growth of the Company's collective knowledge and skills necessary to better serve clients and become a leader in the mechanical and plumbing fields.

Continuous Improvement – Training will be offered to all trainees to improve processes and efficiencies throughout the Company by providing Process Improvement and Quality Improvement. Goal Setting skills will provide trainees with skills to identify deadlines, prioritize tasks, manage schedule, and plan ahead.

Hazardous Materials – Training will be provided to select HVAC Technicians, Engineers, Foremen, and Plumbers. Training in hazardous material handling will provide trainees the skill sets needed to test, evaluate, and develop treatment plans for toxic materials that are encountered during the construction and clean-up phase of a project.

OSHA 10/30

OSHA 10/30 training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of training for journey-level and 30 hours for frontline supervisors.

This training is not required as a condition of doing business in California. However, the coursework must be approved by, and the instructors must be certified by Cal-OSHA. When delivery is by CBT all training hours must be delivered in a classroom over a finite amount of time, and the vendor must have a certified instructor present to confirm attendance.

Completion of the training results in a certificate that expands employment opportunities. To ensure that each trainee receives certification, ETP will only consider payment earned upon completion of the full 10-hour or 30-hour course. OSHA 10/30 is not included in the 10% limitation on safety training.

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum**Class/Lab Hours**

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- ✚ Business Case Analysis and Development
- ✚ Business Development
- ✚ Business Partnering
- ✚ Contract Administration
- ✚ Interpersonal Communication
- ✚ Public Sector Finance, Government and Accountability
- ✚ Service Costing and Financial Modeling
- ✚ Business Writing
- ✚ Work Procedures

COMPUTER SKILLS

- ✚ ACAD 2012 Civil 3D
- ✚ Adobe Acrobat
- ✚ AutoCAD 2012 Civil 3D (New software version)
- ✚ Architectural Desktop
- ✚ Autodesk Building Design Premium (Alpha)
- ✚ AutoCAD LT (Alpha)
- ✚ AutoCAD MEP (Alpha)
- ✚ Building Design Suite
- ✚ Fabrication CADmep
- ✚ Fabrication CAMduct
- ✚ Google Earth / Mapping Tools
- ✚ HazMap
- ✚ Intermediate and Advanced Microsoft Office
- ✚ NavisWorks-ACAD
- ✚ Primavera
- ✚ Prolog
- ✚ REVIT MEP 2012
- ✚ SMARTS system
- ✚ Storm Water Management Pollution Prevention Plan (SWPPP)
- ✚ Timberline
- ✚ Trimble
- ✚ WaterCAD
- ✚ Water Quality Management Plan (WQMP)
- ✚ Windows 7
- ✚ WSPG
- ✚ xpSWMM

CONTINUOUS IMPROVEMENT

- ✚ Goal Setting
- ✚ Leadership for Frontline Workers
- ✚ Time Management
- ✚ Meeting Management
- ✚ Planning
- ✚ Process improvement

- ✚ Quality Improvement
- ✚ Project Management

COMMERCIAL SKILLS

- ✚ Blueprint Reading
- ✚ Direct Digital Control
- ✚ Standard Operating Procedures (SOP)
- ✚ Leadership Energy Environmental Design (LEED)

HAZARDOUS MATERIALS

- ✚ Hazwopper
- ✚ Hazardous Material Handling

OSHA 10 (CERTIFIED INSTRUCTOR)

OSHA 10 (Requires completion of 10 hours)

OSHA 30 (CERTIFIED INSTRUCTOR)

OSHA 30 (Requires completion of 30 hours)

Note: Reimbursement for retraining is capped at 200 hours total per-trainee, regardless of method of delivery.