



# INVEST IN YOUR PEOPLE

## TRAINING EXCELLENCE

- Construction Safety Training
- Construction Workforce Development Training
- General Industry Safety Training



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Pre-registration and payment are required. Hopefully you won't need to cancel, but if you do, please do so at least three business days prior to the course for a full refund. Refunds will not be given after three business days prior to the course. This policy will be enforced, so please plan ahead if you need to cancel your attendance.

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CONSTRUCTION  
SAFETY  
TRAINING

# CONSTRUCTION SAFETY TRAINING



## CANCELLATION POLICY

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## OSHA 10 FOR CONSTRUCTION

**Class Duration: 2 days, 10 hours**

### Objective

- How to locate and apply OSHA safety and health standards, policies and procedures.
- How to utilize OSHA standards and regulations to supplement an ongoing safety and health program.
- How to identify common violations of OSHA standards and propose abatement actions.
- How to describe appropriate abatement procedures for selected safety hazards.

### Who Should Attend

The OSHA 10-Hour Construction Safety course is designed for personnel in the private sector interested in developing safety and health programs in the construction industry. Special emphasis is placed upon those areas in construction that are the most hazardous, using OSHA standards as a guide.

### You Will Learn

The class starts with an Introduction to OSHA (Subpart A, B,

C, D) which is an overview of the OSH Act and the General Safety and Health Provisions and Occupational Health. Next we cover the Focus Four Hazards which are Electrical, Caught-in Between, Struck By and Fall Protection. In addition to the required topics, we will also cover additional regulations:

- Personal Protective Equipment (Subpart E)
- Fire Protection and Prevention (Subpart F)
- Materials Handling, Storage, Use and Disposal (Subpart H)
- Tools - Hand and Power (Subpart I)
- Scaffolding (Subpart L)
- Stairways and Ladders (Subpart X)

## OSHA 30 FOR CONSTRUCTION

**Class Duration: 4 days, 30 hours**

### Objective

While the OSHA 10-hour delivers a basic understanding of safety regulations and practices, suitable for all field personnel, the OSHA 30-hour provides attendees with a solid base of knowledge in hazard awareness and control measures.

- The 30-hour course is a more in-depth study of OSHA regulations and required programs.
- 30-hour participants will receive a current copy of the OSHA Construction standards.

### **Who Should Attend**

The OSHA 30-Hour is suitable for superintendents, foremen and other lead staff.

### **You Will Learn**

- OSHA 30-Hour for Construction (29 CFR 1926). This course provides an in-depth review of hazard awareness.
- Emphasis is placed on areas in construction that most commonly result in injury or damage.
- The OSHA 30-hour covers all topics covered in the OSHA 10-hour but to a greater depth.

## **PART 46 MSHA ANNUAL REFRESHER**

***Class Duration: 1 day, 8 hours***

### **Objective**

To satisfy MSHA regulation that each miner must receive a minimum of 8 hours of annual refresher training at least once every 12 months.

### **Who Should Attend**

Anyone working on mine property.

### **You Will Learn**

The training will include discussion and instruction on changes at the mine that could adversely affect the miner's health or safety. The refresher training will also address other health and safety subjects relevant to the mine.

MSHA training is required for all employees and independent contractors working in or around mining operations that are: engaged in mining operations, including developing, drilling, blasting, extracting, milling, crushing, screening or sizing materials, or hauling materials within the mine; a maintenance or service worker, working on mining equipment for frequent (a pattern of recurring exposure) or extended periods (more than five consecutive work days); or a construction worker who is exposed to hazards of mining operations for frequent or extended periods.

## **RIGGER/SIGNAL PERSON**

***Class Duration: 3 days, 24 hours***

### **Objective**

This program addresses the specific requirements under ASME B30 and the latest OSHA standard, 29CFR part 1926, that personnel need to know and understand to be accepted as qualified riggers and qualified signal persons. Written examinations will test their basic knowledge level

and the practical examinations will verify the hands-on capabilities of each participant in hand and voice signal operations.

### **Who Should Attend**

Any staff that supervise, inspect or participate in rigging or hoisting operations while using cranes, heavy equipment, truck cranes, or other equipment. The course is aimed at providing individuals with the knowledge and skills to prepare and to rig the load for safe lifting by any form of lifting equipment using correct and clear signals to guide the crane operator in the maneuvering of a load safely to its destination.

### **You Will Learn**

All personnel completing the program, and successfully completing all written and practical examinations, receive a certificate of training as both a qualified rigger and as a qualified signal person. Individual written and practical examinations must be successfully completed in order to receive a certificate as a qualified rigger and/or a qualified signal person.

### **Topics Covered Include**

- Sling Terminology & Types
- Using Sling Capacity (Load) Charts
- Using Shackles Properly
- Basic Sling Attachments & Configurations
- Calculating Sling Stresses
- How to Determine Load Weight
- Hooks
- Wedge Sockets
- Overview of Wire Rope and End Fittings
- How to Properly Perform a Pre-Use Sling Inspection
- How to Apply Current Federal Standards to Your Operation
- 1926.1419 Signals - General
- 1926.1420 Signals Radio, Telephone, etc.
- 1926.1421 Voice Signals
- 1926.1422 Hand Signals
- 1926.1428 Signal Person Qualification
- ASME B30 Signals
- Operational Limitations
- Crane Dynamics (Swinging & Stopping)
- Boom Deflection
- Power Line Issues
- How to Apply Current Federal Standards to Your Operation



## **SOUTH DAKOTA FLAGGER CERTIFICATION**

***Class Duration: 1 hour***

### **Objective**

The purpose of the South Dakota Flagger Certification Program is to standardize the flagging traffic control operations through training and subsequent testing of persons to be used as flaggers.

### **Who Should Attend**

All personnel who will be required to control traffic.

### **You Will Learn**

A person designated to conduct traffic control by flagging must be trained, pass a written examination, carry a Flagger Certification Card, and have his or her training and testing record on file in the South Dakota Department of Transportation Division of Operations. The Flagger Certification Card is good for 2 years from the date of certification and is valid only in the State of South Dakota.

## **FIRST AID/CPR/AED TRAINING**

***Class Duration: 1 day, 5.5 hours***

### **Objective**

Be prepared and be in compliance. Learn the skills to maintain the life of a victim until emergency medical personnel arrive.

### **Who Should Attend**

Anyone designated to perform first aid/CPR by their employer.

### **You Will Learn**

First Aid Training covers the basics: breathing emergencies, sudden illness and injury, bleeding and preventing disease transmission. The CPR/AED portion covers basic life support, emergency scene assessment, CPR and rescue breathing and choking. The AED segment covers operating characteristics of AEDs and shows you proper precautions and maintenance techniques. Upon course completion, you will receive National Safety Council First Aid/CPR/AED certificates.



## HAND & POWER TOOL TRAINING

**Class Duration:** 1/2 day, 2 hours

### Objective

This course is important since hand and power tools are a common part of our everyday lives and are present in nearly every industry. Even simple tools can be hazardous. Twenty-five percent of workplace injuries are hand injuries.

This course is designed to cover the general hazards and safety precautions associated with hand and power tools.

### Who Should Attend

The potential for serious injury exists from the misuse of hand and powered tools. It is recommended that all general and construction industry employees who work with and around hand and portable powered tools take a safety training course.

OSHA says: "Employees should be trained in the proper use of all tools and be able to recognize the hazards associated with different types of tools and required safety precautions."

### You Will Learn

CFR Reference material: 29 CFR 1910 Subpart P, and 29 CFR 1926 Part I

This section highlights OSHA standards that will be covered:

- 1910 Subpart P, Hand and portable powered tools and other hand-held equipment
- 1910.241, Definitions
- 1910.242, Hand and portable powered tools and equipment, general
- 1910.243, Guarding of portable powered tools
- 1910.244, Other portable tools and equipment
- 1926 Subpart I, Tools - hand and power
- 1926.300, General requirements
- 1926.301, Hand tools
- 1926.302, Power-operated hand tools
- 1926.303, Abrasive wheels and tools
- 1926.304, Woodworking tools
- 1926.305, Jacks-lever and ratchet, screw, and hydraulic

## AERIAL WORK PLATFORM

**Class Duration:** 1/2 day, 4 hours

### Objective

The Aerial Work Platform Operator Training course educates attendees in the safe operation of scissor lifts, boom lifts and articulating lifts.

### Who Should Attend

All employees who will operate an Aerial Work Platform (AWP).

### You Will Learn

This course covers the principles and hazards associated with operating an AWP as well as the unique characteristics of AWP's that operators will commonly operate. Trainees will need to demonstrate comprehension through a written test in addition to practical competency through a hands-on operation of an AWP. *Successful participants will receive a laminated certification card.*



## **FORKLIFT**

***Class Duration: 1/2 day, 4 hours***

### **Objective**

Forklift operators are required by OSHA to have formal training. This class meets OSHA's requirements per 29 CFR 1910.178. Forklift operators will receive training from the safety experts at AGC. Each participant who successfully passes the post-test and hands-on operation will receive a wallet card indicating that they have met the training requirements.

### **Who Should Attend**

All employees who will operate any class of forklift.

### **You Will Learn**

- Pre-start inspections.
- Operating limitations.
- Steering and maneuvering.
- Vehicle capacity and stability.
- Operating surfaces.
- Narrow aisles.
- Pedestrian traffic.
- Hazardous locations.
- Ramps.

## **SOUTH DAKOTA TRAFFIC CONTROL SUPERVISOR TRAINING (TCS)**

***Class Duration: 2 days, 16 hours***

### **Objective**

This program was designed to comply with the South Dakota Department of Transportation Special Provision for Traffic Control Supervisor. In Spring, 2016, the SDDOT piloted the Traffic Control Supervisor (TCS) requirement on two highway projects. This will require Contractors to have a certified Traffic Control Supervisor on site. Upon satisfactory completion of this course, attendees certified as a Traffic Control Supervisor will receive a Certificate of Completion. This certification is being considered as a requirement for all SDDOT projects with significant impacts to traffic beginning in 2017.

### **Who Should Attend**

This training is designed for all contractors, city, state, township, and county officials who bid and do projects with the SDDOT. To become certified as a Traffic Control Supervisor, the attendee will have responsibilities to oversee all traffic control operations for the safety of workers and the traveling public.



### You Will Learn

This course will help improve your operations and increase safety on your job sites not only for your workers, but also the traveling public. This course is designed to give participants state-of-the-art knowledge of the entire process of planning, designing, installing, maintaining and monitoring traffic control for work zones. Anyone responsible for any phase of construction and maintenance



operations cannot afford to miss this training.

## HIGHWAY WORKER SAFETY

***Class Duration: 1/2 day, 4 hours***

### Objective

The program is designed for organizations involved in highway, street and road construction, utility installation, roadway maintenance and landscaping.

### Who Should Attend

All levels of an organization who work in and around highway work zones poses unique hazards for workers in those areas.

### You Will Learn

Hazards associated with all aspects of Highway work zones and how to control or eliminate them.

## NCCER SAFETY TECHNOLOGY MODULES

***Class Duration: All modules are 1/2 day, 2 hours each***

### Objective

Safety Technology provides instruction on how to implement and administer a company's safety program.

Participants can attend any or all modules.

### Who Should Attend

These modules are designed for field managers, safety directors, safety committees, owner safety representatives, and insurance/loss control representatives. ***All modules are 2.5 hours each in length.***

### You Will Learn

#### MODULE 1 – Introduction to Safety Technology

Participants learn the roles and responsibilities of the safety technician. Also discussed are the three levels of accident causation, accident cost impact, safety program components, and government regulatory requirement impact on the construction industry.

- Explain the roles and responsibilities of a safety technician.
- Explain important safety-related terms.
- Explain the three levels of accident causation.
- Explain the cost impact of accidents.
- Describe the basic components of a safety program.
- Explain the government regulatory requirements that affect the construction industry.

#### MODULE 2 – Hazard Recognition, Evaluation, and Control

Participants are taught the techniques used to recognize hazards, unsafe acts, and unsafe conditions on the job site. They also learn to evaluate acceptable job-site risk levels and are introduced to the seven major methods of hazard control.

- Recognize unsafe acts and conditions on a work site.
- Describe the techniques for recognizing hazards.
- Evaluate the risk associated with identified hazards.
- Describe the seven major methods for controlling hazards.

#### MODULE 3 – Risk Analysis and Assessment

Focuses on the relationship between human behavior and work-site safety. Participants learn the factors involved in performance analysis and the techniques used to coach and counsel workers with performance problems.

- Explain the factors involved in analyzing performance.
- Discuss the relationship between human behavior and work-site safety.
- Explain the techniques used to coach and counsel workers with performance problems.
- Explain the ABC model.



#### **MODULE 4 – Inspections, Audits, and Observations**

Introduces participants to the roles and responsibilities of the safety technician with regard to on-site inspections, audits, and observations. Participants learn the purpose of safety inspections and learn to properly conduct safety audits and employee observations.

- Describe the role and responsibility of the safety technician in on-site inspections, audits, and observations.
- State the purpose of a safety inspection.
- Explain how to conduct a safety audit.
- Describe how to conduct an employee observation.

#### **MODULE 5 – Employee Motivation**

Stresses the importance of effectively communicating safety policies and procedures to all employees on the job site. Participants learn to provide employee recognition, discipline, and motivation.

- Effectively communicate safety policies and procedures to all employees on a job site.
- Describe the correct way to provide motivation,

recognition, and discipline as needed.

#### **MODULE 6 – Site-Specific ES&H Plans**

Environmental Safety and Health (ES&H) plans must be modified to meet job-specific conditions. In this module, participants learn to make these modifications, coordinate implementation of ES&H plans, identify job-specific hazards and requirements using pre-bid checklists, and evaluate hazard risks.

- Evaluate hazard risks based on probability and consequences of outcome.
- Identify specific job-site hazards and requirements using existing pre-bid planning checklists.
- Modify your existing company Environmental Safety and Health (ES&H) program or Safety and Loss Prevention Manual to meet specific job conditions.
- Describe coordination needed to implement your company's ES&H plan with other entities.
- Describe and explain administrative controls needed to make the plan effective.



## MODULE 10 – Work Permit Policies

Focuses on the roles and responsibilities of the safety technician with regard to work permit policies. Participants learn about safety technicians' permit-related roles in hot work, confined-space work, excavation work, electrical hot work, and lockout/tagout procedures.

- Describe the role and responsibility of the safety technician in relation to work permit policies.
- State the purpose of work permit policies.
- Explain the need for hot work permits.
- Describe the safety technician's role during the performance of hot work.
- Explain the need for a lockout/tagout program.
- Describe steps needed during the performance of lockout/tagout procedures.
- Explain the need for confined-space permits.
- Describe the safety technician's role regarding confined-space work areas.
- Describe some of the hazards involved when an excavation work permit is needed.
- Describe the safety technician's role during the performance of electrical hot work.

## MODULE 11 – Confined-Space Entry Procedures

Stressing the safety requirements of confined-space work, this module covers related permit, entry, emergency, and rescue procedures. Participants also learn the main types of atmospheric hazards and the procedures used for testing for them in confined spaces.

- Describe three types of atmospheric hazards in confined spaces.
- Demonstrate and explain atmospheric testing procedures for confined spaces.
- Explain the confined-space entry permit system.
- Explain the different roles and duties for people working in confined spaces.
- Explain emergency procedures in confined spaces.
- Explain rescue procedures for confined-space entry.

## MODULE 7 – Emergency-Action Plans

This module focuses on the basics of emergency action plans and media communications.

- Describe the types of emergencies that can occur on construction sites and at industrial facilities.
- Describe the fundamental elements of an emergency action plan.
- Identify the correct procedures for dealing with the media.

## MODULE 8 – JSAs and TSAs

Covers the purposes of and differences between job safety analyses and task safety analyses. Participants learn to properly conduct safety analyses.

- Define job safety analysis.
- Describe how to conduct a job safety analysis.
- Describe the purpose of a task safety analysis.
- Explain the difference between a job safety analysis and a task safety analysis.

## MODULE 9 – Safety Orientation and Training

The basics of safety training program coordination are covered in this module. Participants learn to effectively implement safety training.

- Effectively train all employees on a job site about safety policies and procedures.
- Coordinate safety training programs.



### **MODULE 12 – Safety Meetings**

Participants learn to effectively communicate safety issues and concerns to workers through safety meetings. Also covered are methods for using safety meetings to implement corrective actions to unsafe practices and behavior.

- Communicate safety issues and concerns to workers through safety meetings.
- Prepare for and conduct an effective safety meeting.
- Evaluate the quality of a safety meeting.

### **MODULE 13 – Accident Investigation: Policies and Procedures**

Participants learn the connection between accident investigation and accident prevention in this module. Also covered are the purposes and uses of accident investigations. Participants learn to properly conduct accident investigation interviews and fill out related forms.

- Explain the purposes and uses of accident investigations.
- Identify the person responsible for conducting an accident

investigation.

- Complete an accident investigation form.
- Explain the procedure for conducting accident investigation interviews.

### **MODULE 14 – Accident Investigation: Data Analysis**

Expands on the concept of accident investigation as a preventative tool. Participants study and practice the methods commonly used for performing accident investigation data analysis in this module.

- Explain, in general, the methods commonly used for analyzing accident investigation information.
- Explain at least three systematic approaches to accident investigation.

### **MODULE 15 – Recordkeeping**

Accurate recordkeeping is essential for OSHA compliance. Participants learn to follow OSHA recordkeeping requirements, and to properly document work-related illnesses and injuries using the appropriate OSHA forms.



- Identify and follow OSHA and company requirements for recordkeeping.
- Properly document work-related illnesses and injuries using OSHA Forms 300, 300A, and 301.
- Explain how to manage safety and health records for a job site.

### MODULE 16 – OSHA Inspection Procedures

Focusing on the safety technician's role during OSHA inspections, this module covers the process and purpose of OSHA site inspections. Participants learn the difference between focused and wall-to-wall inspections, the appropriate follow-up actions resulting from an inspection, and the consequences of OSHA citations, violations, and fines.

- Explain why OSHA inspects construction sites.
- Describe the process for an on-site OSHA inspection.
- Explain the role of the safety technician during an inspection.
- Explain the difference between a focused inspection and a wall-to-wall inspection.
- Explain suggested and required follow up resulting from an OSHA inspection.
- Explain the consequences of OSHA citations, violations, and fines.
- Explain the rights and responsibilities of employees and employers during an OSHA inspection.
- Explain OSHA's multi-employer work site inspection and citation procedures.

### MODULE 17 – ES&H Data Tracking and Trending

Participants learn the traditional and proactive methods of measuring safety performance. They learn to analyze data to identify safety program strengths and isolate areas needing improvement.

- List or describe traditional methods of measuring safety performance.
- List or describe proactive methods of measuring safety performance.
- Use benchmarks established by the participant's firm, or corporate and industry best practices, analyze the data, and report the program strengths and areas needing improvement to site management.

### MODULE 18 – Environmental Awareness

Minimizing hazardous-waste production and preventing water and soil contamination are covered in this module. Participants learn about the training and medical surveillance requirements for personnel working with materials such as hazardous waste, lead, asbestos, and silica. Also covered are the primary types of environmental problems and the hazardous-waste shipping requirements common on a construction site.

- List or describe at least five types of environmental problems or issues that might arise on a typical construction site.
- List or describe methods to prevent soil and water contamination when handling fuels and chemicals commonly found or used on construction sites.
- List or describe ways to minimize the production of hazardous wastes on construction sites.
- In general terms, explain hazardous waste shipping and manifest requirements.
- List or describe the training and medical surveillance requirements for personnel who work with lead, asbestos,



silica, or hazardous wastes.

## **COMPETENT PERSON TRAINING**

***Class Duration: 1/2 day, 4 hours each***

### **Objective**

The term “Competent Person” is used in many OSHA standards and documents. An OSHA “competent person” is defined as “one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who had authorization to take prompt corrective measures to eliminate them” by way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them as directed by their employer.

### **Who Should Attend**

All company personnel that are given the responsibility to oversee all operations with respect to fall protection, scaffolding operations, confined space control, or trenching and excavating operations.

### **You Will Learn**

#### **Fall Protection Competent Person**

The course covers recognition of fall hazards, when to have fall protection, and implementation of a fall protection system. In addition it’s designed to help workers master the critical areas of choosing the most effective fall protection

system for their specific job and using it correctly.

#### **Scaffolding Competent Person**

OSHA’s construction scaffolding standard prohibits erection, modification and dismantling scaffold systems except under the direction of a Competent Person. Extensive information is presented regarding erection, modification and dismantling of supported scaffold systems.

#### **Confined Space Competent Person**

Confined spaces present special hazards that must be evaluated and controlled using a variety of systems. This half-day workshop will focus on how to comply with the Federal OSHA confined space standard. Primary emphasis will be on the hazards, systems (atmospheric monitoring, ventilation) programs (LOTO, permits) and equipment (PPE, rescue) needed to enable attendees to develop a confined space program for their workplace.

#### **Trenching and Excavating Competent Person**

OSHA requires a competent person to be present during most trenching and excavating activities (29 CFR 1926.650-652). The competent person must be familiar with choosing a soil type, choosing and properly installing a protective system, and ensuring other hazards in or near the trenching or excavating project are properly controlled. This program is designed to provide attendees with the knowledge required to meet the OSHA Competent Person requirements and includes:

- Understanding the OSHA standard Subpart P.
- Understanding the requirements and methods for properly analyzing soil.
- Understanding and choosing the right protective system.
- Understanding how to plan for excavation work.
- Understanding other applicable OSHA standards.



WORKFORCE  
DEVELOPMENT  
TRAINING

# WORKFORCE DEVELOPMENT TRAINING



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## INSTRUCTOR CERTIFICATION TRAINING PROGRAM (ICTP)

**Class Duration: 2.5 days, 20 hours**

### Objective

The National Center for Construction Education and Research (NCCER) has developed the Instructor Certification Training Program (ICTP) as part of the accreditation process. This program ensures the uniform and consistent delivery of training. Through this program, NCCER certifies the Master Trainer, who in turn certifies the local Craft Instructor. This network of certified instructors assures that NCCER training programs meet the standards of instruction set by the industry.

### Who Should Attend

The ICTP is a course for project managers, supervisors, foreman and others who lead or train in your organization.

### You Will Learn

Subjects covered in the ICTP include the following:

- How learning occurs.
- Communication for learning.

- Leadership and group dynamics.
- Administration and classroom management.
- Teaching strategies.

## CRAFT INSTRUCTOR CRITERIA

A Craft Instructor is an individual who has successfully completed the Instructor Certification Training Program (ICTP) and is authorized to teach the NCCER curriculum.

Craft Instructors must meet the following qualifications:

- Experience at a minimum journey or technician level in their area of expertise OR
- A minimum of three years experience as a certified teacher in a vocational/technical construction or maintenance-related training program.



## SUPERVISOR TRAINING PROGRAM (STP)

**Class Duration: 2 days, 16 hours**

### Objective

The Associated General Contractors of America's Supervisory Training Program (STP) is a construction-specific training curriculum developed, updated and field-tested by and for contractors. Supervisory skill—or the lack of it—directly affects every company's bottom line. You make your money in the field, and STP can help you improve your organization's bottom line. **Participants can attend any or all Modules.**

### Who Should Attend

Those employees who are ready to move into a beginning supervisory role such as project foremen or anyone moving into a leadership role.

### You Will Learn

The comprehensive six-course program focuses on the knowledge and skills that every supervisor must have to be an effective manager of people, time, equipment and materials.

#### Unit 1: Leadership and Motivation

This course will describe the value of effective supervision of workers and improve the construction supervisor's ability to lead and motivate others.

- The dollars and sense of people in construction.
- The role of the construction supervisor.
- Helping people perform better.
- Motivating and leading others.
- Positive feedback.
- Training and orienting crew members.
- Teams and team building.
- Leadership skills in action.

#### Unit 2: Communication

This course presents a body of knowledge and the skills that today's construction supervisors need in order to be effective communicators on their job site.

- Effective communication.
- Learning to listen.
- Carrying on conversations.
- Persuasion, negotiation, and confrontation.
- Communicating with your crew.
- Putting it in writing.
- Meetings that work.
- Electronic communication.
- Improving communication.

#### Unit 3: Planning and Scheduling

This course will help construction supervisors understand ways in which planning and scheduling saves time and money, while increasing quality in the construction process.

- Preparing the project plan.
- Communicating the plan.
- The critical path.
- Computer use in scheduling.
- Using the schedule on the jobsite.
- Updating the construction schedule.
- The schedule as documentation.
- Using planning and scheduling.

#### Unit 4: Contract Documents

This course will provide information about contract documents and construction law to help supervisors recognize the roles and responsibilities of all contracted parties, to develop an understanding of how contract documents can be helpful to solve problems and resolve conflicts, and to develop positive relationships between all parties in the construction process.

- Introduction to contract documents and construction law
- Creating a positive environment through partnering.
- Contractual relationships.
- Contract forms and documents.
- Managing general conditions.
- Good documentation practices.
- Changes.
- Differing site conditions.
- Time impacts.
- Negotiation of resolutions.

#### Unit 5: Improving Productivity and Managing Project Costs

This course covers understanding how project estimates are compiled, how to compare actual project costs with those estimated and how to control costs to meet the estimate.

This course also details how productivity is measured, how the supervisor plays a major role in increasing jobsite productivity and how a small increase in productivity can have a significant impact on the time and cost of a project.

- Construction estimates.
- Who controls project costs.
- Reporting and analyzing actual costs.
- Planning for cost control.
- Cost control strategies.
- Labor cost variances.
- Working with project partners.
- Managing risk and loss potentials.



- Cost control strategies.
- Post-project evaluations.
- Benchmarking construction productivity.
- Improving productivity through pre-planning.
- New skills for effective supervision.
- Personnel management.
- Equipment management for productivity improvement.
- Jobsite productivity, planning and scheduling.
- Quantifying lost labor productivity.
- Record keeping, control, changes, and defect analysis.

#### **Unit 6: Risk Management and Problem Solving**

This course will cover the roles and responsibilities of a construction supervisor in accident prevention and loss control.

- Safety leadership, communication and expectations.
- Planning for site safety.
- Site safety management.
- Site security and protection.
- Multi-employer jobsite safety.
- Construction risk management.
- Safety and human resources.
- Regulatory procedures, record keeping and documents.

## **PROJECT MANAGER DEVELOPMENT PROGRAM (PMDP)**

***Class Duration: 2.5 days, 20 hours***

### **Objective**

The Project Manager Development Program is for early-career project managers or those looking to move into such a role. It is a five-course program that covers the essentials of project management and provides a solid foundation for long-term career development. ***Participants can attend any or all Modules.***

### **Who Should Attend**

PMDP participants are likely to have various titles depending on the kind of work they perform, the geographical location of their projects, and the size of their company. They may have titles such as assistant project manager, project manager, field engineer, project engineer, project administrator, etc. They may have experience as estimators, field personnel, project assistants, or office managers, and they may work in the heavy and highway sector, the commercial building sector, or in residential construction. They will most likely be early in their careers, have some post-high-school education, and less than two years of project-related experience.

## You Will Learn

### Module 1: Estimating and Job Costing

This course will help early-career project managers gain awareness of how accurate cost information is critical to the success of the company through an understanding of different types of estimates, the link between design, estimating and project costs, and the importance of documentation and formatting.

**Following successful completion of Module 1, participants will have the ability to:**

- Identify the importance of an estimate.
- Explain the different types of estimates.
- Identify the importance of good documentation and consistent formatting.
- Discuss how accurate cost information is critical to the success of the company.
- Explain the link between design, estimating, and project costs.
- Describe how equipment costs are developed and integrated into the estimate.
- Describe how work by others is included in the estimate.
- Discuss how general costs and overhead not assignable to a specific task are included in the estimate.

### Module 2: Contract Administration

This course will provide an understanding of how basic contracts are structured, how different types of contracts are used, and how project documentation relates to effective contracting for early-career project managers.

**Following successful completion of Module 2, participants will have the ability to:**

- Discuss how basic contracts are structured, the different types of contracts used in construction projects, and how project documentation relates to effective contracting.
- Identify important contract law and language and how they are related to project risk.
- Distinguish between agent and independent contracts, torts and contractual liability cases, and the difference between criminal and civil proceedings.
- Identify how different project delivery methods use different contracting strategies.
- Describe the process for contract amendments, changes, extensions, and final terms.
- Defend the importance of dispute resolution and good-faith negotiation in resolving contract disputes.
- Distinguish between partial and material breaches and understanding the significance of termination, bankruptcy, and breach of contract claims.

### Module 3: Project Administration

This course will assist early-career project managers in identifying the role pre-planning has in affecting the success of a project and furthering their understanding of the different areas of planning for the construction phase of the project.

**Following successful completion of Module 3, participants will have the ability to:**

- Discuss how pre-project planning affects the potential success of a project.
- Identify the different areas of planning for the construction phase of a project.
- Describe how building codes, permits, reviews, and inspections have the potential to impact a construction project.
- Identify the importance of scheduling, including the importance of purchasing long-lead items.
- Describe the basics of the Uniform Commercial Code and material handling risks.
- Discuss the importance of document control, including submittals, RFIs, and shop drawings.
- Explain the importance of project closeout and warranty management.

### Module 4: Risk Management

This course will help early-career project managers gain insight into the types and sources of risk, techniques for managing risk, the basics of insurance and bonding and how quality control/quality assurance plans help mitigate performance risk.

**Following successful completion of Module 4, participants will have the ability to:**

- Explain how risk changes over the different phases of a project.
- Discuss the types and sources of risk in the construction phase of a project.
- Identify techniques for managing risk, specifically risks that are the contractor's primary responsibility.
- Describe how the scope and nature of risk management may vary based on project contracting method.
- Identify the importance of warranty periods and liability tails.
- Discuss the basics of insurance and bonding.
- Explain the importance of documentation in controlling risk.
- Describe how quality control/quality assurance plans help mitigate performance risk.
- Identify the risks created through drug use, sexual harassment, and discrimination.
- Explain how risk and profit are related.
- Describe how different parties view risk on a project.



### Module 5: Leadership

This course will assist early-career project managers to distinguish between leading and managing, develop techniques for motivating and negotiating solutions, managing change, and broaden their awareness ethical standards and professional responsibilities.

***Following successful completion of Module 5, participants will have the ability to:***

- Identify the difference between leading and managing.
- Describe the importance of communication in effective leadership.
- Use techniques for motivating team members and negotiating solutions.
- Explain ethical standards and professional responsibilities.
- Defend the importance of teamwork.
- Identify the basics of leadership tasks.
- Recognize the role of the human resource function in organizations.
- Identify coaching and mentoring opportunities.
- Describe the importance of marketing and leaving customers satisfied through successful project closeout.
- Explain how to effectively manage change.
- Describe how to achieve a healthy balance between work and family.



### **N2 LEADER ACADEMY SHOWCASE**

The AGC of America curriculum and the Leadership Academy curriculum work in conjunction with each other to train beginning supervisors all the way to project managers/superintendents. Participants can attend any or all modules. The suggested course map is as follows:

- Leader Academy 1
- AGC STP Modules 1-6
- Leader Academy 2
- AGC PMDP Modules 1-5
- Leader Academy 3

### **LEADER ACADEMY I**

**Duration:** 18 Weeks – Across 5 Months. 12 Total Program Days Onsite (4 events). 5 Online Classroom Meetings (synchronous learning). 5 Online Reflection Posts (asynchronous learning).

## Objective

Functional leadership propels us to a greater future for our self, our teams, and our organizations. Through self-awareness, an emphasis on personal growth, and building teams - Level I leaders speed the growth process. A focus is on adapting to organizational requirements, achieving occupational proficiency, and learning how to be a highly productive member of the organization. Individuals prepare for increased responsibilities to ensure they are prepared to broaden their developmental skill-set and pursue learning through mentoring and coaching relationships.

## Who Should Attend

Level I leaders are predominantly direct and face to face. They strive to become the best functional leaders and team members possible. As they increase in position, they also begin to develop others and serve as first line supervisors and team leaders. The primary focus is tactical expertise to effectively and efficiently accomplish the job to be done, utilizing the available personnel and resources. The aim is to propel self and team to a greater future in developing both the character and the competence needed in the pursuit of effective leadership.

## You Will Learn

- Leader Ethos: professionalism, development & resilience.
- Extreme Ownership: responsibility, influence & accountability.
- Adaptability & agility.
- Courageous communication.
- Taking care of people.
- Mentor and coach for growth & success.

## LEADER ACADEMY II

**Duration:** 26 Weeks – Across 6 months. 15 Total Program Days Onsite (6 Events). 8 Online Classroom Meetings (synchronous learning). 8 Online Reflections Posts (asynchronous learning).

## Objective

How do you discover what is next? It is through a critical look in the mirror. Level II leaders are the master adaptors. They are able to fit into any situation and lead through it, as well as stand out as the go-to team leader. The primary focus is continuing growth in their area of expertise, roles, and responsibilities. At the same time these leaders, develop as supervisors, managers, and mentors. Self-awareness is critical to lead peers and subordinates through challenging times. Level II Leaders develop

foundational leadership competencies in preparation for increased responsibilities while continuing to broaden their skill set through coaching, mentoring, and professional development.

## Who Should Attend

These culture champions are involved in tasks that become more complex and sophisticated. They transition from being expert technicians and first line supervisors to leaders who have broader operational leadership, supervisory, and managerial responsibilities. They use their expertise and experience as well as their management and leadership skills to maximize the job to be done. A focus is on developing strengths, experience, and influence. Together, we remake the power grid on crisp, effective leadership - defined by character and competence.

## You Will Learn

- Commitment to leadership & followership.
- Make decisions and solve problems.
- Resolve and manage conflict.
- Build collaborative relationships.
- Develop and inspire others.
- Mentor and coach for growth & success.

## LEADER ACADEMY III

**Duration:** 10 Weeks – Across 4 months. 10 Total Program Days Onsite (3 Events). 4 Online Classroom Meetings (synchronous learning). 4 Online Reflections Posts (asynchronous learning).

## Objective

We create the platform for leaders who are ingenuous, resourceful and want to make a difference. The Level III Leader Academy prepares leaders in a continuously modern mix that is functional and convertible to challenge the status quo. Fit for the elements, this fresh outlook in executive leadership development introduces the next generation of innovation – adaptable to build cultures of high-performance, execution, and accountability.

Level III leaders cross a variety of industry verticals and business disciplines. They serve to further grow their organizations and develop their teams, peers, and subordinates. They continue to build upon their leadership competencies and have a great deal of experience and ability to leverage resources and personnel.

## Who Should Attend

This level of leadership involves leaders with responsibilities for large organizations or systems, decision making processes, and deal with issues requiring more inter-organizational cooperation and longer time-frames. We coach these leaders in their continued development of the leadership competencies to improve their ability to influence others, participate in top-level decision making, and lead far-reaching programs. The primary focus at this level is the strategic leadership and management of the organization to hack principles and practices to best pull the future forward for themselves, their teams, and the organization.

## You Will Learn

- Sharpen Perspective: hacking leadership gaps.
- Foster disruption and innovation.
- Culture champions for engagement & loyalty.
- Fuel resource stewardship.
- Mentor and coach for growth & success.

## LEAN CONSTRUCTION

***Class Duration: 4.5 days, 35 hours***

### Objective

Everyone related to the construction process has incentive to get the project done faster and at a lower cost - from the project owners who want to see tangible results for their investment to the contractors and designers who want to do their job well and move on to the next project. Lean Construction is based on the holistic pursuit of continuous improvements aimed at minimizing costs and maximizing value on a construction project: planning, design, construction, activation, operations, maintenance, salvaging, and recycling. To help contractors develop the knowledge needed to build lean, the Associated General Contractors of America developed the Lean Construction Education Program.

## Who Should Attend

Construction professionals at all experience levels, will learn the building blocks necessary to transform their projects and companies into a lean operating system.

## You Will Learn

- Lean Construction 101 - Introduction video.
- Unit 1 | Variation in Production Systems - A four-hour in-seat course.
- Unit 2 | Pull in Production - A four-hour in-seat course.
- Unit 3 | Lean Workstructuring - A four-hour in-seat course.

- Unit 4 | The Last Planner® System - A four-hour in-seat course.
- Unit 5 | Lean Supply Chain and Assembly - An eight-hour in-seat course.
- Unit 6 | Lean Design and Pre-construction - A four-hour in-seat course.
- Unit 7 | Problem-solving Principles and Tools - A seven-hour in-seat course.

## BUILDING INFORMATION MODELING (BIM)

***Class Duration: 4 days, 32 hours***

### Objective

Building Information Modeling (BIM) is changing the way projects are constructed. Whether you are a prime contractor using BIM across an entire project or a subcontractor impacted by a specific BIM implementation, this emerging practice requires new mindsets and technological know-how in order to achieve significant improvements in efficiency and cost control.

## Who Should Attend

AGC's BIM Education Program — developed in conjunction with leading BIM practitioners, technology firms and educators—is designed to prepare construction professionals at all experience levels to successfully implement BIM on a construction project.

## You Will Learn

- Unit 1 | An Introduction to Building Information Modeling - Revised Edition.
- Unit 2 | BIM Technology-Revised Edition.
- Unit 3 | BIM Contract Negotiation and Risk Allocation.
- Unit 4 | BIM Process, Adoption, and Integration.

The highly interactive program provides 32-hours of instruction and training to get construction industry professionals at all levels ready to take advantage of the benefits of BIM. After participants complete all four courses in the program they become eligible to sit for an exam to earn the Certificate of Management—Building Information Modeling (CM-BIM).



GENERAL  
INDUSTRY  
TRAINING

# GENERAL INDUSTRY



## CANCELLATION POLICY

Pre-registration and payment are required. Hopefully you won't need to cancel, but if you do, please do so at least three business days prior to the course for a full refund. Refunds will not be given after three business days prior to the course. This policy will be enforced, so please plan ahead if you need to cancel your attendance.

## OSHA 10 FOR GENERAL INDUSTRY

**Class Duration: 1.5 days, 10 hours**

### Objectives

This 10-hour course covers specific OSHA standards, including material handling, machine guarding, exit routes, fire protection, electrical, hazard communication and other OSHA compliance regulations.

Course completion cards will be issued to each student.

- How to locate and apply OSHA safety and health standards, policies, and procedures.
- Use OSHA standards and regulations to supplement an ongoing safety and health program.
- Identify common violations of OSHA standards and propose abatement actions.
- Describe appropriate procedures for selected safety hazards.

### Who Should Attend

Employees, supervisors, foremen, human relations managers, plant managers, occupational health nurses, and safety supervisors.

### You Will Learn

- Introduction (Subpart A) Receive an overview of the OSHA Act and the general industry standards, including the general duty clause, inspections, citations, and penalties.
- Electrical (Subpart S) Learn how to apply OSHA safety and health standards, policies, and procedures.
- Egress and Fire Protection (Subpart E) Learn the egress requirements and how to establish an evacuation plan. Basic fire protection requirements will also be discussed.
- Hazardous Materials (Subpart H) Learn the general requirements regarding compressed gases, flammable and combustible liquids.
- Personal Protective Equipment (Subpart I) Learn the general requirements for eye, face, respiratory, head



and foot protection, and how to select proper personal protective equipment.

- Machinery and Machine Guarding (Subpart O) Learn the general requirements for all machines, including the control of unintended energy release.
- Walking-Working Surfaces (Subpart D) Learn the general requirements intended to combat slips, trips, and falls.
- Material Handling (Subpart N) Learn the general requirements that pertain to forklift operations and manual lifting.
- Hazard Communications (Subpart Z) Learn how to prepare a written program, comply with the labeling provisions, inventory hazardous materials in the workplace, secure safety data sheets (SDS), and maintain a well-documented employee training program.

## OSHA 30 FOR GENERAL INDUSTRY

**Class Duration: 4 days, 30 hours**

### Objective

While the OSHA 10-hour delivers a basic understanding of safety regulations and practices, suitable for all field personnel, the OSHA 30-hour provides attendees with a solid base of knowledge in hazard awareness and control measures.

- The 30-hour course is a more in-depth study of OSHA regulations and required programs.

*30-hour participants will receive a current copy of the OSHA Construction standards.*

### Who Should Attend

Industrial, utility and municipal safety personnel and consultants, safety supervisors, work crew supervisors and emergency response personnel. Businesses of all sizes and types who deal with fall protection, scaffolding or confined spaces.

### You Will Learn

More coverage is devoted to each of the topics of the 10-hour course, as well as additional topics including:

- OSHA recordkeeping.
- Industrial hygiene.
- Ergonomics.
- Flammable and combustible liquids.
- Material handling - forklifts, overhead cranes.
- Safety & health programs.

*30-hour participants will receive a current copy of the OSHA General Industry standards.*

## FALL PROTECTION COMPETENT PERSON

**Class Duration: 1/2 day, 4 hours**

### Objective

The course covers recognition of fall hazards, when to have fall protection, and implementation of a fall protection system.

### Who Should Attend

Industrial, utility and municipal safety personnel and consultants, safety supervisors, work crew supervisors and emergency response personnel. Businesses of all sizes and types who deal with fall protection, scaffolding or confined spaces.

### You Will Learn

In addition it's designed to help workers master the critical areas of choosing the most effective fall protection system for their specific job and using it correctly.

## SCAFFOLDING COMPETENT PERSON

**Class Duration: 1/2 day, 4 hours**

### Objective

OSHA's scaffolding standard prohibits erection, modification and dismantling scaffold systems except under the direction of a Competent Person.

### Who Should Attend

Industrial, utility and municipal safety personnel and consultants, safety supervisors, work crew supervisors and emergency response personnel. Businesses of all sizes and types who deal with fall protection, scaffolding or confined spaces.

### You Will Learn

Extensive information is presented regarding erection, modification and dismantling of supported scaffold systems.





## **CONFINED SPACE COMPETENT PERSON**

***Class Duration: 1/2 day, 4 hours***

### **Objective**

Confined spaces present special hazards that must be evaluated and controlled using a variety of systems.

### **Who Should Attend**

Industrial, utility and municipal safety personnel and consultants, safety supervisors, work crew supervisors and emergency response personnel. Businesses of all sizes and types who deal with fall protection, scaffolding or confined spaces.

### **You Will Learn**

This half-day workshop will focus on how to comply with the Federal OSHA confined space standard. Primary emphasis will be on the hazards, systems (atmospheric monitoring, ventilation), programs (LOTO, permits), and equipment (PPE, rescue) needed to enable attendees to develop a confined space program for their workplace.

## **FIRST AID/CPR/AED TRAINING**

***Class Duration: 1 day, 5.5 hours***

### **Objective**

Be prepared and be in compliance. Learn the skills to maintain the life of a victim until emergency medical personnel arrive.

### **Who Should Attend**

Anyone designated by your organization as a First Aid Responder.

### **You Will Learn**

First Aid Training covers the basics: breathing emergencies, sudden illness and injury, bleeding and preventing disease transmission. The CPR/AED portion covers basic life support, emergency scene assessment, CPR and rescue breathing and choking. The AED segment covers operating characteristics of AEDs and shows you proper precautions and maintenance techniques. Upon course completion, you will receive National Safety Council First Aid/CPR/AED certificates.

## HAND & POWER TOOL TRAINING

**Class Duration:** 1/2 day, 2 hours

### Objective

This course is designed to cover the general hazards and safety precautions associated with hand and power tools.

### Who Should Attend

It is recommended that all general and construction industry employees who work with and around hand and portable powered tools take a safety training course.

### You Will Learn

CFR Reference material: 29 CFR 1910 Subpart P, and 29 CFR 1926 Part I

- 1910 Subpart P, Hand and portable powered tools and other hand-held equipment.
- 1910.241, Definitions.
- 1910.242, Hand and portable powered tools and equipment, general.
- 1910.243, Guarding of portable powered tools.
- 1910.244, Other portable tools and equipment.
- 1926 Subpart I, Tools - hand and power.
- 1926.300, General requirements.
- 1926.301, Hand tools.
- 1926.302, Power-operated hand tools.
- 1926.303, Abrasive wheels and tools.
- 1926.304, Woodworking tools.
- 1926.305, Jacks-lever and ratchet, screw, and hydraulic.

## AERIAL WORK PLATFORM

**Class Duration:** 1/2 day, 4 hours

### Objective

This course covers the principles and hazards associated with operating an Aerial Work Platform (AWP) as well as the unique characteristics of AWP's that operators will commonly operate. Trainees will need to demonstrate comprehension through a written test in addition to practical competency through a hands-on operation of an AWP.

### Who Should Attend

Anyone who operates or will operate an AWP.

### You Will Learn

The Aerial Work Platform Operator Training course educates attendees in the safe operation of scissor lifts, boom lifts and articulating lifts. *Successful participants will receive a laminated certification card.*

## FORKLIFT

**Class Duration:** 1/2 day, 4 hours

### Objective

Forklift operators are required by OSHA to have formal training. This class meets OSHA's requirements per 29 CFR 1910.178.

### Who Should Attend

Anyone who operates or will operate a forklift.

### You Will Learn

Forklift operators will receive training from the safety experts at AGC. Each participant who successfully passes the post-test and hands-on operation will receive a certificate of completion and wallet card indicating that they have met the training requirements.

### COURSE INCLUDES:

- Pre-start inspections.
- Operating limitations.
- Steering and maneuvering.
- Vehicle capacity and stability.
- Operating surfaces.
- Narrow aisles.
- Pedestrian traffic.
- Hazardous locations.
- Ramps.

On-site safety services are valuable offerings that cost AGC members nothing. The AGC of SD safety team will be on-site and on-call to help members with a fresh set of eyes and an informed perspective. No matter what kind of work your company does, the safety team is ready and willing to help in the office or on the site.



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