



**INFRASTRUCTURE WORK READINESS SKILL CATEGORIES**  
**Workforce Development Board of Ventura County**

SAFETY	MATH CONCEPTS	MEASUREMENTS	HAND AND POWER TOOLS
<ul style="list-style-type: none"> <li>• General workplace safety</li> <li>• Electrical safety including Lock-out/Tag-out procedures</li> <li>• Worker safety</li> <li>• Equipment safety</li> <li>• Climbing/ladder safety</li> <li>• Power tool safety</li> <li>• Safety data sheets</li> <li>• OSHA10</li> <li>• First aid/CPR/AED</li> </ul>	<ul style="list-style-type: none"> <li>• Multiplication, division, addition and subtraction of fractions</li> <li>• Combined operations of fractions and mixed numbers</li> <li>• Algebraic operations of addition, subtraction and multiplication</li> <li>• Ratios and proportions</li> <li>• Table of decimal equivalents and combined operations of decimals</li> <li>• Degree of precision, tolerance and clearances</li> </ul>	<ul style="list-style-type: none"> <li>• Standards</li> <li>• Units of measurement</li> <li>• Tape measure use</li> <li>• Measuring for cutting materials</li> <li>• Basic layout (surveying)</li> <li>• Mass and weight measurement</li> <li>• Measuring fluids</li> <li>• Measuring solid materials (sand, cement, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Tape measures, squares and levels</li> <li>• Basic hand tools – saws, hammers, screw drivers, wrenches</li> <li>• Power tools – saws, drills, screwdrivers</li> <li>• Pneumatic drills and nail guns</li> <li>• Powder actuated tools</li> <li>• Laser equipment</li> </ul>
SUSTAINABILITY AND QUALITY	BLUEPRINT CONCEPTS	EMPLOYABILITY SKILLS	COMPUTER SKILLS
<ul style="list-style-type: none"> <li>• Sustainable work processes:               <ul style="list-style-type: none"> <li>○ Conservation</li> <li>○ Reuse</li> <li>○ Recycle</li> <li>○ Repurpose</li> <li>○ Reduce</li> <li>○ Economy of use/right-sizing</li> </ul> </li> <li>• Importance of individual – do it right the first time</li> <li>• Continuous process improvement for green purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction basic construction drawings</li> <li>• Basic blueprint reading</li> <li>• Understanding different drawing types:               <ul style="list-style-type: none"> <li>○ Civil</li> <li>○ Electrical</li> <li>○ Mechanical</li> <li>○ Repair/renovation</li> <li>○ New construction</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Basics of interviewing</li> <li>• Work ethic</li> <li>• Oral communication</li> <li>• Written communication</li> <li>• Time management</li> <li>• Task prioritization</li> <li>• Worker, supervisor, manager etiquette and protocol basics</li> <li>• Basic company policy understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Excel</li> <li>• Word</li> <li>• OS basics</li> <li>• Computer navigation</li> <li>• Computer security</li> <li>• Computer etiquette</li> <li>• Viewer basics, PDF, CAD, jpg, png, bmp, TIFF, Solid Works, etc.</li> <li>• File extension basics</li> </ul>