Irrigation Initial Training Guide

Duration: Phase 1 = 5 Days, Phase 2 = 10 days

Irrigation training includes all the resources and content needed for effective water management and irrigation system design.

Trainer's Guide: Instructions for the Manager

The **Irrigation Initial Training Program** is a two-phase program that begins on the team member's first day with Massey Services. Training is personally supervised by the manager or designated trainer and emphasizes safety, system operation, and hands-on field practice. Each phase combines online lessons, observation, and checklist verification to ensure the team member can safely and effectively perform irrigation maintenance and installation.

Team members will be considered complete for payroll purposes upon their completion of Phase One.

Manager Responsibilities

- **Daily Interaction:** Spend time with the new team member each day to confirm that learning objectives and required activities are being met.
- **Efficient Time Management:** Ensure the team member spends their time engaged in training activities.
- **Delegation:** If you are unavailable, assign the team member to someone who understands it is their responsibility to teach, coach, and meet that day's objectives. Remember to follow up with that team member to learn how that activity went and know your next steps.
- **Progress Monitoring:** Keep training on schedule and obtain daily feedback from the team member, addressing any concerns promptly.
- **Readiness for Fieldwork:** If, at the end of six weeks, the team member is not prepared to work unsupervised, extend the program until you are confident, they can perform their responsibilities and deliver excellent customer service.
- **Submitting Paperwork**: Completing and submitting initial training documents like licensing applications and field training checklists on time. These items are noted with 🔼 in the Training Guide to help you know when to submit them.

Day One Requirements

- Sign the team member into **Massey University**.
- Print any required state documents for completion.
- Print the appropriate irrigation checklist for your trainee.
    - **CHK 2004 Irrigation Phase 1 Initial Field Training Checklists**

    - **CHK 2005 Irrigation Phase 2 Initial Field Training Checklists**
- Issue all assigned tools, PPE, and equipment.
- Begin field observation and classroom learning.

Training Components

- Classroom training in Massey University at the service center or on the iPad in the field.
- Field training under direct supervision.
- Use of the **initial field training checklists** to guide daily field activities.
- Uploading of all completed state and/or regulatory and licensing documents into Massey Initial Training Paperwork Portal when indicated.

⚠ Follow the Program! Do not rush a new team member through training. The first few weeks set the foundation for their long-term success and service quality.

Initial Field Training Checklists

All checklists are available for download in the **Printable Resources** section of this guide. Each checklist includes directions on the front page explaining its use.

- Complete the checklist sections as training progresses, following the sequence outlined in the Training Guide.
- Provide **date, time, and comments** where indicated. Comments must be thoughtful, specific, and legible.
- Ensure all fields are completed before moving on to the next category within a section.
- Write clearly and legibly. Incomplete or unreadable checklists may be considered invalid.
- **Once all pages of the checklist are completed**, scan and upload it to the **Massey University Paperwork Upload Portal** (link provided here and on **Armyant**, the intranet).

Training phases

Phase one (5 days): Focus on safety, customer relations, basic irrigation components, and guided maintenance activities.

- Checklist sections: general irrigation, electrical, controllers, sprinklers.

Phase two (10 days): Focus on certification and installation activities.

- Checklist sections: valves, controller and rain sensor installation, backflow.

Phase two is **automatically assigned upon successful completion of phase one** in Massey University. It cannot be accessed until all phase one requirements and checklist uploads have been completed and verified.

Training Guide: Schedule

This day-by-day guide details the required online service training courses, field training checklists, and any licensing and certification documents. Use it to monitor progress and ensure timely completion of each item. Upload completed files as scheduled.

Phase 1 (5 Days)

- IRR 1001 Welcome to Irrigation Initial Training
- SAF 1012 Safe Driver Course
- SAF 1002 General Safety
- SAF 1003 Allergies & Bites
- SAF 1004 Workplace Dangers
- PPP 1002 Customers Relations
- IRR 1002 Parts and Tools
- IRR 1003 Irrigation Maintenance Walk-Through
- ✅ CHK 2004 Irrigation Phase 1 Initial Field Training Checklist 🔼
    - Checklist Section to Complete: Section 1 - Controllers
    - Checklist Section to Complete: Section 2 - Electrical
    - Checklist Section to Complete: Section 3 - General
    - Checklist Section to Complete: Section 4 - Sprinklers
    - Upload the completed checklist!

Phase Two (10 Days)

- IRR 1005 Valve Certification
- IRR 1006 Controller & Rain Sensor Installation Certification
- IRR 1007 Backflow
- ✅ CHK 2005 Irrigation Phase 2 Initial Field Training Checklist 🔼
    - Checklist Section to Complete: Section 1 - Backflow
    - Checklist Section to Complete: Section 2 - Controller & Rain Sensors
    - Checklist Section to Complete: Section 3 - Valves
    - Upload the completed checklist!