

Mesa Solutions

Assembly Training Plan

OVERVIEW: The purpose of the Assembly Technician SkillBridge Internship is to build a pipeline of trained and qualified individuals to meet the needs of the business. The training will be a collaborative effort between the Training Department and the management team, as well as team leaders in our assembly plant.

ESSENTIAL DOD REQUIRED ELEMENTS

Job Title - Skillbridge - Assembly Technician I

Job Description: Under the direction of the Section Lead, Mechanical Assembler Tech I is responsible for assembling, testing, and inspecting mechanical components and systems to ensure they meet industry standards and company specifications. The technician must demonstrate proficiency in their assigned work area, be capable of training apprentice assemblers, and execute tasks with minimal supervision. This role requires the ability to correctly identify hardware, understand component functions, and apply industry-standard mechanical assembly practices. Mechanical Assembler Tech I is also expected to uphold Mesa's core values and actively participate in professional development initiatives.

- Read and interpret mechanical blueprints, schematics, and assembly instructions.
- Assemble, install, and secure mechanical components, including structural frames, engine systems, and fluid handling systems
- Perform precision fitting, fastening, and adjustment of parts according to engineering specifications.
- Conduct pre-assembly inspections to ensure components meet quality and functional standards.
- Ensure all work meets Mesa's quality standards and industry best practices.
- Assist in the manufacturing and assembly of Mesa generator units.
- Maintain accountability and adhere to Mesa's established standards.
- Fully understand the correct function of each part and component within the affected area with minimal to no quality defects.
- Be consistently safety oriented and always wear the proper PPE for the task at hand.
- Actively ensure surroundings are safe and conduct routine safety spot checks.
- Comply with all company safety procedures, including Lockout/Tagout and proper use of PPE.
- Perform additional tasks assigned.

Knowledge, Skills & Abilities

- Possess a positive and energetic self-starter attitude, with excellent drive, ambition, and work ethic.
- Adaptability and ability to work in a fast-paced, ambiguous environment.
- Possess the ability to be a team player.
- Ability and willingness to learn new processes and business functions to facilitate the mission.
- Able to handle frequent interruptions and handle conflict in an effective manner.
- Able to work independently and ensure tasks are completed with little supervision.



Mesa Solutions Assembly Training Plan



LENGTH OF TRAINING: A 4-week training program consisting of classroom study that will include HSE (Health, Safety, Environmental), HR and basic introduction to assembly processes and industry best practices. The work week schedule will be Monday through Thursday and consist of 4 - 10-hour days.

- **Timeline** – 4 Week internship consisting of 4 – 10-hour shifts.
- **Title** – Assembly Internship Program.
- **Specific Training Objectives** – Clearly express how the organization’s SkillBridge training objectives align with job competencies for each block of training.
- **Type of Instructional Model** – Classroom instruction as well as hands of demonstration of learned skills.
- **Instructor Qualification** – An experienced person assigned to ensure requirements are met.
- **Assessments** – Provide evidence of standardized metrics to ensure fair grading and/or evaluation of Service Members’ performance during the SkillBridge internship program, to include test scores and attendance.
- **Training Outcome** – Trainee will receive a certificate of merit following the classroom portion of this training. The certificate will state that they are certified as Mesa Solutions Assembly Apprentice Technician.

WEEK 1: Orientation and Defined Tasks and Schedule of Events (40-hour work week/1 hour lunch)

- On-boarding with HR, Safety Brief, Introduction to Lead and Mentor(s).
- Classroom presentations describing company culture, expectations, and an introduction to our products.
- Classroom study of procedures and components used in our processes.
- Tool review and workstation overview.
- Lean Manufacturing Principles.

TRAINING OBJECTIVE 1: Intern fully understands his/her role in the company and is familiar with what his/her responsibilities will be as well as what is expected of their performance in assembly production education.

WEEK 2 – 4: Defined Tasks and Schedule of events for Assembly Technician Education (this is emphasized through weeks 2 - 4, but this training will continue throughout the internship term.

- **0700 - 0730** Job Safety Analysis is performed every morning by leadership.
- **0730 - 1130** Work in designated department, learning assembly processes, warehouse duties, load bank and troubleshooting training, etc., to expand on training developed in the classroom setting.
- **1230 - 1700** Hands-on work in assigned department, demonstrating skills that have been taught on individual sub-assemblies within the assigned department.
- **1700** Release an intern for the day with instructions on changes in the department, if any, for the follow-on training that will continue for the period of the internship.



Mesa Solutions Assembly Training Plan



TRAINING OBJECTIVE 2: Intern begins to form a solid foundation of skills that allow them to feel a basic level of confidence in practices and is able to showcase skills without professional technician assistance.

- Following the terms of the internship program, and the intern's time left in service, the program would offer the opportunity to continue expanding their knowledge and skills within the company.

TRAINING OBJECTIVE 3: Intern understands all aspects of Mesa's Assembly process and is an active participant in any section of production as assigned, needing minimal oversight.

ASSESSMENTS: Evaluation of interns' performance with standardized grading metrics.

Summary week and career discussion – evaluate the performance of the intern and offer a full-time position, provided the intern meets requirements.

- This will be the final week of the program. We expect the intern to have gained a vast amount of knowledge, skills, and abilities, which will enable the company to hire him/her without hesitation. After completion of this 4-week course, there is no doubt the intern will have a basic knowledge of everything he/she must know to succeed.
- Interns will have a holistic knowledge base of all stations in the Mesa Assembly process.

TRAINING OBJECTIVE 4: Candid evaluations of the intern's performance will be held along with a possible job offer. The Intern should expect to understand exactly where his/her weak points are at this point and where he/she would fit into the business. Salary and benefits will be discussed and planned out carefully at this point.

TRAINING OUTCOME: Mesa Assembly Apprentice certificate.