



Mesa Solutions Shop Training Plan



OVERVIEW: The purpose of the Skillbridge Shop 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 the maintenance shop.

ESSENTIAL DOD REQUIRED ELEMENTS

Job Title - Skillbridge - Shop Internship

Job Description: Under general supervision, the shop intern will perform a variety of light mechanical repairs and preventive maintenance and assist Shop Technicians and Mechanics with corrective maintenance on Internal Combustion (IC) engines and natural gas generators. This is an entry-level position with opportunities for advancement to a Shop Technician position upon the intern's choosing to join the company. Shop interns perform routine tasks and, as proficiency increases, may perform more difficult assignments as they prove themselves capable.

- Perform light mechanical work on internal combustion engines, natural gas engines, and generators.
- Wash units, trucks, and other equipment to include cleaning units inside and out.
- Perform preventive maintenance on the pressure washer.
- Move generator units around the yard and shop using a forklift.
- Perform forklift inspections.
- Assist the shop mechanics in their daily tasks to include but not limited to removing/installing parts, checking standard operating procedures, and assisting in routine inspections.
- Assist other team members in their daily tasks to include but not limited to removing/installing parts, verifying engine specifications, and repairing and maintaining shop tools/equipment.
- Ensure the work area and shop are clean and tools are put away.
- Performs all other job duties as 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.

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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** – Maintenance Shop 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**– Intern will receive a certificate of merit following the classroom portion of this training. The certificate will state that they are certified as Mesa Solutions Shop Intern Program.

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

- On-boarding with HR, safety brief, and an introduction to the shop 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.
- Learn maintenance 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 the maintenance shop education.

WEEK 2 – 4: Defined Tasks and Schedule of events for Shop Internship Training (this is emphasized through week 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 shop processes, duties, load bank, and troubleshooting training, etc. to expand on training developed in the classroom setting.
- **1130 - 1230** Lunch.
- **1230 - 1700** Hands-on work in assigned department, demonstrating skills that have been taught on individual procedures.
- **1700** Release intern for the day with instructions on changes in department, if any, for the follow-on training that will continue for the period of internship.



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

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

TRAINING OBJECTIVE 3: The Intern understands all aspects of Mesa's Shop process and is an active participant in any maintenance procedure 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 the 4- week course there is no doubt, the intern will have a basic knowledge of everything he/she must know to succeed.

TRAINING OBJECTIVE 4: Candid evaluations of the intern's performance will be held along with a very 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 Shop Internship Certificate.