



## **Equipment Mechanic Internship Program**

The Equipment Mechanic (EM) Internship Program is an internship program designed for individuals who are seeking on-the-job training in the area of heavy equipment maintenance. This program is particularly designed for students enrolled in Agricultural, Diesel, and Heavy Equipment technical programs across the state.

Upon completion of this internship program, interns will be better prepared to compete for a full-time, permanent position with KDOT. Ultimately, one goal of this program is to help the agency recruit, train, and hire individuals who can contribute to a productive, skilled, and diverse work environment.

The Assistant Equipment Manager in the Bureau of Maintenance serves as the Program Administrator and is the point of contact for interested schools and instructors and coordinates with the Districts on availability of positions and/or students.

### **Internship Positions**

The internships are unclassified, temporary positions. The hourly rate of pay for a First Year Student is \$15.00 per hour and a Second Year Student has an hourly rate of pay of \$16.00. The internship positions are not eligible for benefits, PPE funds, or tool reimbursement funds. Miscellaneous PPE is offered through KDOT's stockroom.

There are six internship positions within KDOT available; ideally one in each district. The Program Administrator is responsible for identifying KDOT repair facilities that are suitable for offering an internship. The criteria requires an Equipment Mechanic Specialist or Equipment Shop Supervisor with a teacher/mentor quality that is willing to devote time to encourage these interns and help them achieve success.

If there is a lack of interest or suitable candidates in one district, an additional position may be added in another district. Due to budgetary constraints, it may be necessary to reduce the number of internships available. The Division of Operations is responsible for authorizing the number and location of internships. The districts in which the internships are located are responsible for the salary and other costs for these positions.

The following are the common types of duties the participant may be assigned to perform, depending on the individual's knowledge and capabilities:

- Full-range of mechanical overhaul and repair of light, medium, and heavy-duty vehicles and equipment to include occasional repairs in the field.

- Diagnose malfunctions and troubleshoot to determine cause of failure on complex systems. Make a working diagnosis of mechanical failure by means of specialized testing equipment and visual or auditory checks.
- Perform tune-ups, electrical repairs, maintenance, and adjustments on both automotive and heavy-duty equipment.
- Maintain standard shop manuals, shop records, work orders, and parts orders as necessary. Obtain parts and maintain purchasing records as necessary.
- Obtain parts from approved vendors with the proper approval and maintain purchasing records as necessary.
- Oxyacetylene cutting and/or electrical welding and fabrication of repair parts.
- Preventative Maintenance inspections and service.
- Minor body repair.

Interns are not permitted to drive or otherwise operate any KDOT commercial motor vehicles or other equipment that requires a commercial driver's license (CDL).

Depending on the location of the school in relation to the internship location and the availability that the technical program allows, students may work a part-time schedule while attending classes or may work a full-time schedule while on breaks from school. All hours worked are during normal KDOT business hours except for times when the shop is open for snow removal repairs. **Interns are not permitted to work more than 999 hours during a 12-month period.**

### **Recruitment**

Candidates for the internship positions are recruited from formal educational programs that provide training in heavy equipment maintenance or related occupations. The Program Administrator is responsible for working with faculty and instructors for these formal educational programs to identify potential candidates. Selection of participants largely depends on a good recommendation from instructor(s) of the technical school; however, previous work experience and references can be used. When possible, the Program Administrator will make arrangements to speak with classes regarding employment opportunities with KDOT.

### **Selection and Employment**

Individuals who are interested in participating in the program will need to complete an application and obtain a State of Kansas Tax Clearance and submit them to the Program Administrator. Once received, the Program Administrator will review the application. The Program Administrator is responsible for pre-screening potential candidates for the qualities listed below. This pre-screen is based on the application and feedback from the administrators/instructors of the formal educational programs. Once a suitable candidate has been identified, the Program Administrator coordinates with the hiring office to schedule and hold a meet-and-greet conference with the prospective intern. The Program Administrator may participate in the conference.

During the screening and selection process, KDOT looks for candidates who demonstrate:

- Reliability
- Ability to be trained
- Ability to effectively communicate verbally and in writing
- Mechanical ability

The internship positions are subject to pre-employment physical testing at KDOT expense. Selected applicants must successfully complete the pre-employment physical test at a Level 4 prior to starting work.

Once hired, the intern's supervisor is responsible for meeting with the intern to outline what work expectations are for the intern and how the intern's work will be evaluated.

The internship program is designed to focus on informal, on-the-job training. Formal training will be permitted to the extent needed to perform the job requirements of the position to which the intern is assigned. Districts will be responsible for the costs of any formal training provided to the intern.

#### Evaluation of Performance

The intern's supervisor is responsible for making daily job assignments, providing needed on-the-job training, coaching the intern, and evaluating the intern's work performance. The intern's supervisor is also responsible for making sure the intern has a worthwhile experience while completing the program.

Throughout and at the conclusion of the internship, the supervisor will provide feedback to the student and the instructor, as appropriate. At the conclusion of the program, the Program Administrator will obtain feedback from both the supervisor and the intern regarding the overall performance of the intern, the intern's experience during the internship, how well the program worked, and how the program might be improved.

#### Termination/Completion of the Internship

If a regular position becomes vacant while the intern is completing the program, he or she may choose to apply and compete for the vacant position. Placement in a regular position shall occur through the competitive interviewing process. Interns are required to apply and interview for any regular unclassified, full-time, benefits eligible position in which they are interested. Again, one goal of the program is to train interns, so that, upon completion of the internship, they will be better prepared to compete for a full-time, regular position with KDOT.