



## AIS Construction Equipment Corporation's 2017 Summer Technician Entrance Program Application

**Location:** The Summer Technician Entrance Program will take place at the AIS Construction Equipment Corporation's Lansing Branch.

**The address is:** 3600 North Grand River Avenue, Lansing, MI 48906

**Dates:** The dates of the Summer Program will be: June 6 to August 4, 2017 (tentative).

**Days:** Students will be in classes and/or work Tuesday thru Friday.

**Selection Criteria:** Students will be chosen based on their application, high school transcripts, cover letter and resume, letter of recommendation, essay, and an interview. The essay needs to include the following three criteria: about yourself, what you have done to prepare yourself for a heavy equipment repair career, and what your plans are for your heavy equipment repair career.

**Due Date:** The above selection material is due by **5pm December 16<sup>th</sup>, 2016** and can either be emailed to [ssutton@aisequip.com](mailto:ssutton@aisequip.com) (preferred) or mailed to Steve Sutton at the address above.

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## AIS Summer Technician Entrance Program (STEP) Goals, Objectives, Syllabus, and Layout

The goals of the STEP is to a) better prepare the prospective technician for post-secondary schooling, b) provide an opportunity to work with the prospective technician to evaluate their potential, and c) expose the potential technician to the conditions in a working AIS facility so they may better identify their future plans.

This will be done by accomplishing the following objectives:

- Attending scheduled controlled technical instruction in a classroom or laboratory setting delivered by a factory-certified instructor
- Scoring satisfactorily, or higher, on written and hands-on exercises
- Working on equipment that is in need of repairs of varying degree
- Filling out work order descriptions, looking up parts, and otherwise accounting for time spent while "on the clock"
- Operating equipment in a controlled environment led by certified instructors

The STEP is a nine week regimen held at AIS Construction Equipment in Lansing, MI. It will consist of four or five days\* per week of instruction, troubleshooting and repairing, and operating heavy equipment of various makes and models. The classroom / laboratory time and shop time ratio will fluctuate from week to week, but a typical schedule will look something like the following:

- Tuesday, Wednesday, 8am - noon, classroom / laboratory technical instruction
- Tuesday, Wednesday, 12:30pm - 5:30pm, and Thursday 8am - 5:30pm, shop time
- Friday 8am - 5:30pm, shop time or equipment operation
- \*Mondays may be used for an optional shop day for the prospect based on work load, abilities, and available mentoring.

The 2017 year STEP is scheduled to begin Tuesday, June 6 and end Friday, August 4.

There is no cost to the prospect for tools, uniforms, nor training materials. The prospect will receive a fair hourly wage for their shop time. The prospect is responsible for their meals, transportation, and organizational materials like three-ring binders. Housing is available.

## **Classroom and Laboratory Instruction**

Classroom / Laboratory Syllabus (except for week 1, the order is subject to change) -

Week 1 - Service Technician Orientation, Intellidealer training, Forklift Safety training, Manual navigation, etc.

Week 2, 3, - Hydraulic Training

Week 4 - Mobile Air Conditioning

Week 5, 6 - Electrical Training

Week 7, 8 - Diesel Engine (including electronic control) Training

Week 9 - Power Train Training

Homework is to be expected.

## **Equipment Operation**

The goal of Operation Time is to expose the prospect to typical equipment that is worked on from day to day to help understand normal operation and expectations. Operator safety training is included. The amount of operation will vary slightly, based on equipment availability, weather, and operator trainers' schedules.

## **Shop Time**

Shop time will be spent working on equipment that is need of repairs within an AIS Lansing facility. The prospect will be assigned to work either with the instructor or an AIS technician. If the prospect is assigned to the instructor, they will be troubleshooting, looking up parts, and performing repairs on equipment with any number of needs. If the prospect is assigned to an AIS technician, they will act as a mechanic's helper, with less supervision from the instructor. It is not the intention to burden the service manager with the additional workforce with little experience that has been placed in their shop. It will be the responsibility of the instructor to keep the prospect occupied and focused. The prospect will punch on and off jobs and enter work order descriptions using the AIS time system. They will be expected to be neat in their appearance and maintain a clean and safe work space.

The prospect will have set of AIS uniforms that will be worn anytime they are in class or the shop.

If you have any questions, please contact Steve Sutton, [ssutton@aisequip.com](mailto:ssutton@aisequip.com), or 517-819-8249.

# AIS Summer Technician Entrance Program (STEP) Application

Personal Information	Last Name		First Name		Date	
	Address					
	City			State		Zip
	Date of Birth		Contact Number		Email address	
	Parent(s) / Guardian(s)				Contact number	
Education	Name of High School				HS Cumulative GPA	
	Name of CTE				CTE Program GPA	
	CTE Program			CTE Instructor		
Program Information	Referring Teacher/School Official			Contact Number		
	Last Day of School		Date(s) you will not be able to participate in the summer program			
	Are you planning on attending post-secondary schooling?			Yes	No	Undecided
	Name of Post-Secondary School			Major		
	Are you interested in summer housing?			Yes	No	Undecided
	Do you have your own set of hand tools?		Yes	No	Approximate Value	
	What are your career plans?					
	What experience do you have to support your career plans?					
	Name of local newspaper(s)					
	Name of local newspaper(s)					
Signature of Applicant			Signature of Parent/Guardian if applicant is under 18			
If you are not selected for STEP, would it be ok for AIS to pass your information along to other prospective employers?				Yes	No	
This space reserved for application committee						