

# MAINTENANCE TRAINEE PROGRAM

**Managing the Skilled Labor Shortage Crisis** 

### **PURPOSE**

The Maintenance Trainee Program (MTP) is designed to develop internal team members who are interested in becoming future Electro-Mechanical Technicians. The program prepares participants for careers on Maintenance teams within Bemis and is designed to increase bench strength for these valuable technical roles.

#### **HOW IT ALL STARTED**



- Workforce Planning identified risk of high retirement in next 10 years
- While we have low turnover, when we have an opening it takes 6+ months hire.
- Partnered with DWD and FVTC on Fast Forward Grant = Fundamentals in Maintenance Certificate
- 9 Employees in our first "class" network of Bemis plants in the Fox Valley decided to use this opportunity to create a trainee program

### **ELIGIBILITY**

To be considered for an open Maintenance Trainee role, applicants must meet all of the following criteria:

- Have successfully completed the new hire probationary period as defined by the location.
- Have a history of good safety, quality and production-related performance. As such
  individuals who have served a disciplinary suspension within the past 12 months are not
  eligible.
- Have demonstrated dependability shown through exceptional attendance.
- Be at a meets expectations level or higher with sustained high performance level.
- Exhibit Energy, Empowerment and Execution and demonstrate the Bemis Core Values.

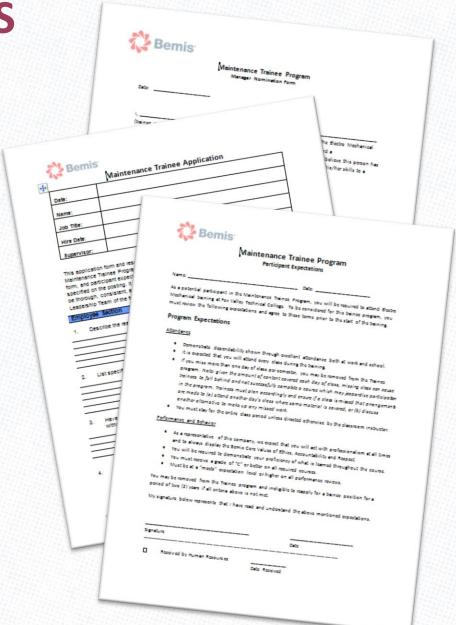
#### Build v. Buy?

Program intention is to build our talent – internal is current pool, but may expand externally in the future

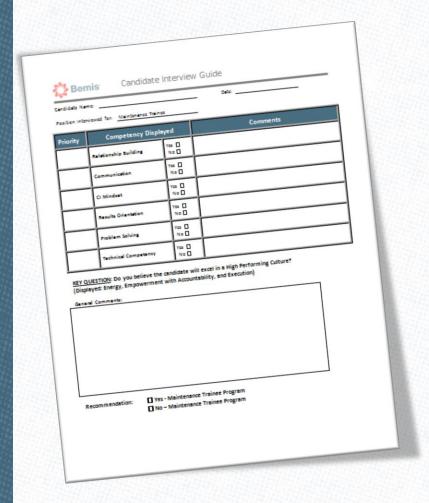
# **APPLICATION PROCESS**

Once deemed eligible, candidates will be required to go through an application process in order to be considered for the Trainee Program.

- √ Resume
- ✓ MTP Internal Application
- ✓ MTP Manager Nomination Form
- ✓ MTP Candidate Expectations Form



## **SELECTION PROCESS**



Assessments - All Trainee candidates must complete each assessment as determined by the company in conjunction with Fox Valley Technical College.

Interview - Candidates who complete each assessment will be scheduled for an interview. The best qualified applicants will be selected based on the number of openings available.

## THE PROGRAM

- Once selected, employees are pulled in to the maintenance department and placed on a shift.
- Curriculum co-developed by FVTC and some of our Maintenance leaders
- They attend classes at FVTC for one (1) full day each week for a total of five (5) semesters.
- Upon completion they move to a Maintenance Technician role.

# **CURRICULUM**

Course	Name	Credits		Course	Credits
Fall Semester (Year 1)				Spring Semester (Year 1)	
Industrial Maintenance Math		2		Motors and Drives 2	1
DC Circuits 1		1		AC Circuits 1	1
DC Circuits 2		1		DC Circuits 3	1
Ladder Logic and Controls Devices		1		Hydraulics 1	1
Total In Class Hours		5		System Troubleshooting	1
				Total In Class Hours	5
Fall Semester (Year 2)		Spring Semester (Year 2)			
Hydraulics 2		1		PLC 1	1
Pneumatics 1		1		Elements of Machines	2
Concepts of Programming		1		Electrical Safety	1
Electrical Power Systems		2		Electronic Construction Application	1
Total In Class Hours		5		Total In Class Hours	5
Fall Semester (Year 3)					
PLC 2		1			
PLC 3		1			
Enterprise Integration		2			
Instrumentation and Process Control		3			
Total In Class Hours		7			

## **MAINTAINING TRAINEE STATUS**

- Satisfactorily complete all courses identified in the curriculum created by Bemis and its partner Technical College.
- Demonstrate dependability shown through excellent attendance both at work and school (employee responsibility to make up / catch up on content missed)
- Continuously meet expectations for performance related to safety, quality, service, and productivity.
- Exhibit Energy, Empowerment and Execution and demonstrate the Bemis Core Values.