

Madison Metropolitan Sewerage District

Facilities Maintenance Trainee Program



Madison Metropolitan Sewerage District is excited to offer a trainee program to support under-represented individuals within the District's owner communities.

This two-year program is designed to help the selected trainees build hands-on job skills and develop their problem-solving abilities through meaningful employment in our Operations & Maintenance (O&M) department, specifically our Facilities Maintenance team. This team performs various critical tasks for the District, including custodial and meeting room maintenance, small equipment operation and maintenance, painting, carpentry, plumbing, landscaping and other duties.

The District intends to hire trainees as positions become available. If no District job is available upon completing the training program, the District will work with the employee to explore other opportunities.

www.madsewer.org/careers

Sample training plan

Part 1, Start through Month 6

The first part of the training program provides fundamental job knowledge and skills in basic Facilities Maintenance work duties, tools, safety and District asset locations. Training will consist of self-study, 1:1, small group, and on-the-job activities. The employee will work directly with an experienced workgroup member to learn basic skills and gain hands-on experience, including job hazards and the proper use of personal protective equipment (PPE); tool selection, use and care; and basic maintenance and repair activities.

Part 2, Months 6 through 12

Building on what the employee learned in their first six months, the employee will continue to work directly with an experienced workgroup member to learn skills and gain hands-on experience. In addition, they will begin to independently perform routine assignments within Facilities Maintenance, including custodial duties, landscaping and snow removal activities and meeting room set-ups. They will also begin learning locations of treatment plant buildings, tunnels, and tank locations, along with locations of District pumping stations. Required trainings will include custodial training; hand tool and small equipment operation; and District vehicle operations.

Part 3, Months 12-24

The employee will continue to deepen their knowledge of District Facilities Maintenance work duties and will be able to work independently, as applicable, with gained hands-on experience and other training. They will perform a broad range of semi-skilled maintenance tasks.

This part of the trainee program is characterized as the final step toward an opportunity for permanent employment with Madison Metropolitan Sewerage District or other agencies looking for these skills in their workforce.

Hours, pay & benefits

The trainee position will be full-time (40 hours a week), with full District benefits, including health insurance, dental insurance, life insurance, paid vacation, holidays, and floating holidays, and participation in the Wisconsin Retirement System. Work hours will be 6 a.m. to 2:30 p.m., Monday through Friday.

**For questions or more information,
contact Mike Lipski, District HR Director,
at hr@madsewer.org**

Expectations

- Must be 18 and possess a valid driver's license.
- Willingness to learn and grow.
- Participate in required and optional training activities.
- Basic accountability, punctuality, attendance, alertness, attitude and a willingness to learn and develop skills.
- Wear proper work safety attire and follow work safety procedures, including uninterrupted work due to personal electronic devices.
- Observe and assist experienced workgroup members in performance of daily activities.
- Order and cleanliness of job site, tools, and equipment.
- Be flexible. Scheduled work and tasks change based on need and flexibility is important to deal with the changing situations and expectations.
- Begin to accomplish tasks alone with guidance and direction, including using the District work order and timekeeping management software.

**Madison Metropolitan
Sewerage District**

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