

Flight Ops Intern Program Guidelines-CGF

1. Interview Selection Process and Procedures
 - a. Interns are exposed to the many functions of our corporate flight department for a period of one semester as part of an ongoing cooperative education partnership with Bowling Green State University (BGSU), Western Michigan University (WMU) and an internship program with Kent State University (KSU)
 - b. The educational institution is notified of our requirements and requests, such as the number of previous internships the student has participated in and the number of years the student has been involved in the program
 - c. Interns are pre-selected by the educational institution and resumes are forwarded to the Chief of Maintenance for review and consideration
 - d. The Maintenance Team selects individuals to be interviewed and the Chief of Maintenance contacts the students to schedule a date and time for an interview at our facility
 - e. The Director of Flight Operations, Chief of Maintenance and base Senior Aircraft Technicians are invited to interview all acceptable candidates
 - f. In addition to the typical exchange of information, the interview consists of an overview of Eaton Corporation, Flight operations and position requirements. The candidate receives a tour of the facility and aircraft
 - g. The Chief of Maintenance considers the recommendations of all parties involved in the interview process and makes the decision to select and hire a candidate
 - h. An offer is extended to the most desirable candidate; individuals not chosen are contacted and thanked for showing interest and devoting time to the process
2. Performance Expectations
 - a. Arrive at work on time, maintain a professional appearance/attitude and demonstrate a desire to learn and contribute to the operation to the best of your ability
 - b. If a mistake is made, accurately report the event with a sense of urgency to a technician
 - c. Share your thoughts, questions and experiences with the rest of the organization. Especially your questions
 - d. Have fun and enjoy your time working and learning with us
3. General Maintenance Department Duties
 - a. Assist Technicians with routine maintenance tasks such as jacking and down jacking aircraft, checking interior/exterior lighting systems, sumping fuel drains, servicing aircraft system fluid levels and pressures
 - b. Clean and restock aircraft interiors after completion of flight activity
 - c. Fuel aircraft
 - d. Polish aircraft bright-work
 - e. Wash aircraft exterior
 - f. Wash passenger vehicles
 - g. Wash hangar floor
 - h. Wing walk aircraft entering and exiting the hangar.