

Your Tuition Will Be **100% PAID**

APPRENTICESHIP PROGRAM
Heavy Equipment Parts Person Certification



How Do You Get Started?

Connect with Ann Pollert, our Technician & Career Developer at apollert@genequip.com or 701.364.2181.

Ann and our team have a wealth of knowledge and are ready to help you explore your Parts career! Schedule a company tour or set up a job shadow today.

Our Locations

Our U.S. locations include Fargo, Bismarck, Minot and Williston, ND, Sioux Falls, SD and Shakopee, MN. OJT for this program will start off taking place at our headquarters in Fargo.



Why It All Started

We started the Certified Heavy Equipment Parts Person Apprenticeship Program to fill the need for industry-trained, qualified parts people at our dealership locations. This is a highly-skilled career path, where on-the-job experience has traditionally been the method to acquire these skills. We are changing that.

In the Upper Midwest, there is no longer a post-secondary educational venue to teach the Parts Person's skills from Inventory Control, Cataloging and Parts Lookup, Warehousing, Sales History or Demand, and Parts Obsolesces. We believe that both education and real-life experience set people up for greater success. Thus, the launch of our program.

The Goal

The goal of this program is to use a combination of On-the-Job Training (OJT), coupled with Mentoring under the guidance of experienced Parts People, and Educational Training, through a local technical college. Classes will focus on various skills needed for the typical Heavy Equipment Parts Person. Upon satisfactory completion of the program, the Apprentice will be a Certified Heavy Equipment Parts Person.

The Logistics

- ▲ High School Graduate or GED is required. Military or civilian industry experience would be a benefit, but not required.
- ▲ Industry experience is also a bonus and will be reviewed to determine how applicable experience can translate into study credit in this program.
- ▲ The program will be 24-36 months for completion with the understanding that classroom scheduling may cause potential conflicts that require more time to complete.
- ▲ Total Apprenticeship is 4,000 hours of combined OJT and classroom work.
- ▲ Starting pay to be within the Apprentice Pay Scale based on experience.

The Curriculum

- ▲ Please refer to the *Work Process Schedule* section for full classroom details.
- ▲ North Dakota State College of Science (NDS) of Wahpeton, ND is where the classroom learning for the Heavy Equipment Parts Person Certification Apprenticeship Program will take place.
- ▲ General Equipment & Supplies will pay for the tuition of the college classes and charge it to the Apprentice's company account. Upon completion of the program, the Apprentice will be forgiven 1/36th of that tuition expense over a 36-month contract detailed under a separate agreement.
- ▲ The Apprentice will be responsible for all of his/her living expenses and transportation expenses both while on the job or at school.

Apprentices will be paired with experienced General Equipment & Supplies employees and supervisors who have at least 2 years of experience in the given field in which they are mentoring.

Work Process Schedule

The Heavy Equipment Parts Person Certification Apprenticeship Program is divided into four areas of study. Each element of study provides OJT experiences coupled with classroom training. Once completed, you can move into any area of the parts department operation and have the confidence that you can perform once on the job.

The Apprentice will also need to complete specific classroom studies. These are outlined below. Accommodations will be made to alternate between OJT and classroom training.

Industry Specific Knowledge

- ▲ Introduction to business software
- ▲ Introduction to parts-specific software
- ▲ Manufacturer-specific look-up and ordering software
- ▲ Understanding printed and online reference material
- ▲ Introduction to our products and terminology

Total OJT training activity = 500 hours

Inventory Control

- ▲ Analysis of market to set inventory guidelines
- ▲ Analyze inventory on hand
- ▲ Analyze current inventory histories
- ▲ Bin trip activity and analysis
- ▲ Ordering and Receiving Inventory

Total OJT training activity = 500 hours

Warehousing

- ▲ Shipping and receiving of inventory items
- ▲ Cataloging inventory and determining storage locations
- ▲ Tracking systems analysis
- ▲ Forklift operation and safety
- ▲ Logistical issues with weights and dimensions of products

Total OJT training activity = 500 hours

Customer Relations

- ▲ Customer Service Training
- ▲ Parts Counterperson coverage
- ▲ Parts service skills phone coverage
- ▲ Parts look-up via computer and printed material
- ▲ Marketing of inventory
- ▲ Inventory display and program marketing emphasis

Total OJT training activity = 500 hours

Technical Classes (NDS)

8-week Classes		Credits	Online Option
BADM 234	Customer Service	1	X
BADM 217	Promotion & Advertising	3	X
BADM 240	Sales	3	X
BUSN 120	Fund of Business	3	X
CIS 101	Computer Literacy	2	X
DTEC 115	Intro to Light & HD Engines	4	
DTEC 125	Intro to HD Drive Systems	3	
DTEC 155	Intro to Electrical for Diesel	4	
DTEC 164	Intro to Mobile Hydraulic	4	
16-week Classes		Credits	Online Option
ACCT 102	Fund. Of Accounting	3	X
BADM 234	Customer Service	1	X
BADM 201	Principals of Marketing	3	X
BADM 202	Principals of Mgmt	3	X
BADM 254	Scientific Methods	3	
BADM 282	HR Mgmt	3	X
BUSN 254	Financial Statement Analysis	3	
COMM 110	Fund. Of Public Speaking	3	X

Total # of Credits = 50

Aggregate Equipment Service Technician Certification Summary
OJT Training review with Supervisor with two weeks in each job function.
Total For this Section is 500 hours.

Total Apprenticeship Program = 4,000 hours

Apprentice is Eligible for Company
BENEFITS PACKAGE