

Current Youth Apprenticeship Openings - as of Dec. 2017

Students interested in participating in the FCPS Youth Apprenticeship program should select a position from below and apply using the application link on the FCPS Youth Apprenticeship Web page <http://www.fcps.org/academics/apprentice-program>



Company Name: Frederick Regional Health System

Position: Front Desk Receptionist, Medical Records Clerk, Access Center Reps

Location: 1562 Opossumtown Pike, Frederick, MD (various locations)

Job Description: We are looking for someone with exceptional customer service experience. Will be responsible for greeting patients, registering patients and answering telephones at our busy physician practice. Customer Service and Data Entry experience a must!

Hours: M-F Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$9.25

Contact Information: Flo Watford fwatford@fmh.org, 240-566-4523



Company Name: Frederick Regional Health System

Position: Housekeeping Assistant

Location: 400 W. 7th St., Frederick, MD

Job Description: Student will be responsible for performing thorough 10-step cleaning and servicing of assigned areas of the Hospital in an orderly, systematic fashion using pre-approved products, tools, and procedures.

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$9.2525

Contact Information: Flo Watford fwatford@fmh.org, 240-566-4523



Company Name: Frederick Regional Health System

Position: Catering Associate, Production Team Member, Cafeteria Team Member

Location: 400 W. 7th St., Frederick, MD

Job Description: Several positions available: **Production Team Member, Cafeteria Team Member, & Catering Associate.** Catering Associate assists with meal service. Meal Service includes assisting staff with patients meal selections and special requests and needs. Duties also include serving meals to patients, monitoring intakes, tray assembly, delivery and pick up, cleaning and clearing patient dishware. The Production Team Member position assists staff members with preparing meals (Cook) and the Cafeteria Team member position (running the cash register and serving customers)

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$9.25

Contact Information: Flo Watford fwatford@fmh.org, 240-566-4523



Company Name: Frederick Regional Health System

Position: Facilities Assistant (2 positions Available)

Location: 400 W. 7th St, Frederick, MD

Job Description: Our Facilities Dept. is looking for students with experience in painting & light carpentry. Students will also be responsible for repairing small fixtures.

Hours: M-F Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$9.25

Contact Information: Flo Watford fwatford@fmh.org, 240-566-4523



Company Name Holly Hills Country Club

Position: Agronomy Assistant

Location: Holly Hills Country Club, 5502 Mussetter Road, Ijamsville, MD 21754

Job Description: Youth apprentice will work directly under the tutelage of the Golf Course Superintendent. He/She will work on the course and grounds, taking care of all kinds of grass surfaces, as well as natural areas, plant beddings, trees and garden beds. You will be required to learn how to best take care of natural areas while using methods consistent to professional standards within the Agronomy field.

Hours can be early morning through early afternoon,

Total weekly hours: up to 5 days per week.

Rate of pay \$9.25

Contact Information: Kris Anderson, General Manager, Holly Hills Country Club Main: (301) 694-8322 ext. 105

Position may lead to full time entry-level position after graduation.

Company Name: Phoenix Mecano



Location: 7330 Executive Way, Frederick, MD 21704

Position: Machine Operator

Reports to: Production Supervisor

Hours 1-5 p.m. **Pay:** \$9.25

Contact: 301-228-3303 kristen.miller@pm-usa.com

Job Summary: Operate computer controlled and manual machining centers to fabricate metallic and nonmetallic parts.

Essential Functions of the Job (listed in order of importance):

- Study drawings, production orders, routing instructions, manuals, specifications or sample part to determine dimensions and detailed methods used to manufacture production parts
- Select, align, and secure fixtures, tools, attachments, accessories and materials on all assigned production machines
- Modify settings on assigned machines in order to regulate speeds, feed rates, positions of tools etc. needed to perform machining tasks according to drawings
- Manufacture production items, prototypes, fixtures and other items as required using computer controlled and manual machining centers
- Setup, Run, Shutdown, Clean and perform basic routine maintenance on machining centers
- Observe machine operation in order to detect malfunctions or out-of-tolerance machining
- Perform various assembly duties that have been integrated into the machining step
- Verify conformance of in-process and finished work pieces to existing specifications using approved calibrated devices and methods.
- Assist others with inspections of in-process and finished work pieces
- Notify supervisor or lead of any and all non-conformances, quarantining product or parts as necessary
- Complete all required production/quality documentation via written or electronic means
- Comply with all Health and Safety practices including those for the use of PPE

Skills Required to Perform the Duties of the Job:

- Ability to apply common sense to carry out detailed but uninvolved written or oral instructions
- Ability to resolve problems involving a few concrete variables in standardized situations
- Ability to read blueprints/drawings and glean important details such as dimensions, work instructions, prohibitions and specifications
- Ability to operate a computer or equivalent to enter data related to the progress of production, issues with process, performance or documentation related to the work of staff or to print or complete required documentation work or the work of peers, or to print or complete required documentation

Weight Lifting (OR OTHER PHYSICAL) Requirements to Perform the Duties of the job:

- Regularly required to stand; use hands to finger, handle or feel; and talk or hear
- Frequently required to walk; sit, reach with hands and arms; and stoop, kneel or crouch
- Occasionally required to climb or balance
- Regularly required to use close vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Regularly required to use PPE which may include; safety glasses, safety shoes, hearing protection, full face shield, lab coat, dust mask, respirator or other protection deemed necessary for assigned tasks

Licensing or other Certifications Required

- N/A



Company Name: Alban CAT

Position: Diesel Mechanic Technician

Location: 9460 Myersville Road, Myersville, MD 21773

Job Description:

- The youth apprentice will assist with preventive maintenance on diesel heavy construction equipment.
- The youth apprentice will diagnostic assessments on vehicles ready for repair.
- Through these and other tasks, the youth apprentice will gain a basic understanding of checking fluids on vehicles.
- The youth apprentice will learn to differentiate machines and terminology.
- The youth apprentice will also gain an understanding of machine safety awareness (guarding, seat belts, back up alarm, 3 point contact, etc.).
- The youth apprentice will read and understand a rental check-out form, and will assist customers with the rental process for heavy equipment.

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 10

Rate of Pay: \$14.00

Contact Information: Michele Montoya 310-767-7207 mmontoya@albancat.com



Company Name: TEI Electrical Solutions

Position: Electrician's Assistant Apprentice (up to five positions available)

Location: 5728 Industry Lane, Frederick, Maryland 21704

Job Description:

Under direct supervision the Electrician's Assistant Apprentice is responsible for assisting Journeyman and Master Electricians in laying out, assembling, installing, testing, troubleshooting and repairing electrical wiring, fixtures, control devices and related equipment in customer locations, buildings and other structures.

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$11.00

Contact Information



Company Name: Ben Lewis Plumbing

Position: Plumber's Assistant Apprentice (up to five positions available)

Location: 23407 Frederick Road, Clarksburg, Maryland 20871

Job Description:

- Under **direct supervision of mentor**, the plumber's assistant will learn:
 - to identify required tools for each project
 - assist with maintenance of tools and equipment
 - relevant codes, regulations, and safety techniques
 - how to operate necessary equipment
- In addition, under **the supervision of a master plumber, the plumber's assistant (youth apprentice) will assist** with the following:
 - preparation of project management, including learning all necessary items needed for each project (parts, labor, and equipment)
 - installation of water supply lines, drain pipes, and water heaters
 - repairs according to proper specifications
 - clean drains and plumbing fixtures

Hours: M-F; Day Shift; 3-4 days per week; Hours are flexible for the student

Total weekly hours: 10

Rate of Pay: \$10.50

Contact Information: Mike Bowersox mike@benlewisplumbing.com



Company Name: W. F. Delauter & Son, Inc

Position: Multiple positions are available: Heavy Equipment Operator's Apprentice; Project Manager's Apprentice; GPS Laborer's Apprentice

Location: 2 Creamery Way, Emmitsburg, Maryland 21727

Job Description:

Under direct supervision:

- The Heavy Equipment Operator's Apprentice is responsible for assisting the Heavy equipment operator and would train in safety and procedures, moving dirt, and excavating.
- The Project Manager Apprentice would train in scheduling, change order management, purchase order process.
- The GPS Laborer Apprentice would assist lead surveyor in topography, stake-out, and GPS system.

Hours: M-F; Day Shift; 3 days per week; Hours are flexible for the student

Total weekly hours: 18

Rate of Pay: \$9.25

Contact Information: Kirby Delauter 301-447-5881 kirbydelauter@wfdelauter.com

Company Name: Frederick County Public Schools



Position: Communications Web Services

Location: 191 South East Street, Frederick, Maryland 21701

Job Description: Student will work with the FCPS Webmaster on a special project to update the Board of Education web pages on FCPS's main site (fcps.org). This includes:

- Helping to ensure site content (including text, graphics, pictures, videos, forms, etc.) is accurate and up-to-date
- Helping to ensure content and design is clear, user-friendly, and accessible to the community
- Work with Communications staff (including the FCPS Web Master and FCPS Graphic Artists to help design content for FCPS web sites
- Updating policy documents to ensure they are user-friendly and accessible
- Updating content (such as calendar pages and committee pages) to ensure they are accurate.

Student will also work with the FCPS Webmaster to manage FCPS webpages, including FCPS's main site (fcps.org) and auxiliary sites (such as school websites). This includes:

- Helping to ensure site content (including text, graphics, pictures, videos, forms, etc.) is accurate and up-to-date
- Helping to ensure content and design is clear, user-friendly, and accessible to the community
- Work with Communications staff (including the FCPS Web Master and FCPS Graphic Artists to help design content for FCPS web sites

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$9.25

Contact Information: Michael Doerrer Michael.Doerrer@fcps.org

Company Name: Frederick County Public Schools



Position: Communications Media Arts

Location: 191 South East Street, Frederick, Maryland 21701

Job Description: Student will:

- Create, organize, and maintain a digital library of existing and new digital images,
- Assist with event photography,
- Assist in the design of print materials including post cards, brochures, posters, publications, reports and other collateral materials.
- Create other marketing materials that involve editing, photography, graphic design, and page layout
- Assist the communications department with other projects and tasks as needed

- Maintain consistent brand integrity in all materials

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$9.25

Contact Information: Michael Doerrer Michael.Doerrer@fcps.org



Company Name: Frederick County Public Schools

Position: Communications

Location: 191 South East Street, Frederick, Maryland 21701

Job Description: Students will:

- Write original content for multiple FCPS platforms (Web, social media, print media, video)
- Assist with media relations (prepare news releases, assist with interviews)
- Assist with event photography and video production
- Assist with social media strategy and produce original content
- Assist in the design of print materials including post cards, brochures, posters, publications, reports and other collateral materials.
- Create other marketing materials that involve editing, photography, graphic design, and page layout
- Assist the communications department with other projects and tasks as needed
- Maintain consistent brand integrity in all materials

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$9.25

Contact Information: Michael Doerrer Michael.Doerrer@fcps.org

Company Name: Frederick County Public Schools

Position: Technology-Assist in Desktop Support

Location: 191 South East Street, Frederick, Maryland 21701

Job Description: Student will learn all aspects of Desktop Support

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$9.25

Contact Information: Douglas Favorite Douglas.Favorite@fcps.org





Company Name: Bryant Group, Inc.

Position: Plumber's Assistant Apprentice (up to three positions available)

Location: 7891 Beechcraft Avenue, Gaithersburg, Maryland 20879 (Apprentice will work at job sites in Frederick County)

Job Description:

- Install and complete all necessary steps in the installation, maintenance, repair and servicing in water and drain systems.
- Read blueprints and drawings to understand or plan the layout of plumbing, waste disposal and water supply systems.
- Cut, assemble and install pipes and tubes with attention to existing infrastructure (e.g. electrical wiring).
- Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks. Locate and repair issues with water supply lines (e.g. leaks).
- Troubleshoot instances of system malfunctions - repair or replace broken drainage lines, clogged drains, faucets etc.
- Repair domestic appliances (e.g. washing machines) and fixtures (e.g. sinks) etc.
- Install and maintain gas and liquid heating systems (air-conditioning units, radiators etc.).
- Install waste disposal and sanitary systems with well-functioning DWV systems.
- Solid understanding of water distribution and disposal systems in residential, commercial and industrial buildings.
- Ability to handle plumbing tools and equipment (pipe wrenches, pipe cutters, plungers etc.).

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 10

Rate of Pay: \$10.00

Contact Information: Janice Reyes 301 672-2732 janice.reyes@bryantgroupinc.net

Company Name: FB Harding, Inc

Position: Electrician's Helper

Location: 4600 Wedgewood Blvd, Frederick, MD 21703



Job Description: Student will install conduit install boxes and switches and pull wire

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$11.00

Contact Information: Melissa Hernandez 301-315-0900 mhernandez@fbharding.com

Company Name: Bopat Electric Co, Inc

Position: Electrician's Helper

Location: 305 E 4th St, Frederick, MD 21701

Job Description: Student will learn all aspects of an Electrician duties including basic wiring and blueprint reading

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$11.00

Contact Information: Rick Fortman rick@bopatelectric.com 301 694-3726

Company Name: South Mountain Lawn & Landscape, Inc



Position: Landscape

Location: 4213 Catholic Church Rd, Knoxville

Job Description: Students will learn all aspects of the lawn and landscape industry including:

- Installation of pavers and retaining walls.
- Estimating of various materials,
- Grading
- Different types of pavers/ block
- Identification of plants,
- Shrubbery trimming
- Cleaning -up existing landscapes
- And perform some mowing

Hours: M-F; Day Shift; Hours are flexible for the student

Total weekly hours: 15-25

Rate of Pay: \$10.10

Contact Information: Jamie Rose 301.834.4628 southmountainlawn@comcast.net