



The Water

Distribution Worker

APPRENTICESHIP
PROGRAM



Introduction

- The Department of Public Utilities has many employees that will be eligible for retirement before the end of the year
- Due to retirement and normal attrition, there are few employees to fill the critical vacancies that are created
- As a part of an approach to fill future vacancies the Department of Public Utilities has been operating an Apprenticeship Program that has been successful since 2007
- This new area of focus within Cleveland Water will offer high school graduates, who are less likely to attend college, an opportunity to receive technical training in a specialized field



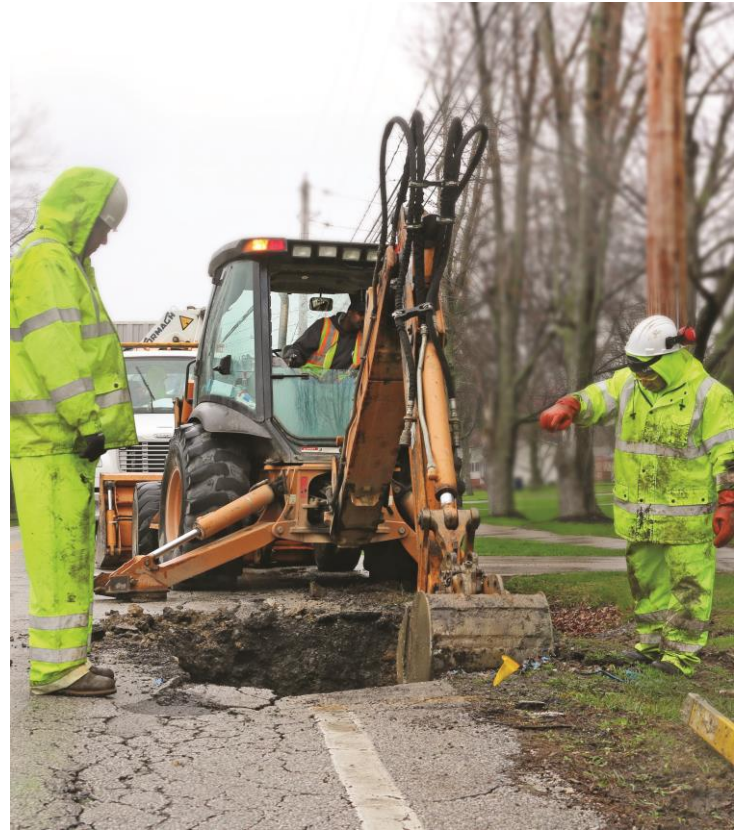
Program Overview and Purpose

- The City of Cleveland, in conjunction with the Cleveland Metropolitan School District (CMSD), and AFSME Local 100 has established an apprenticeship program for the position of Water Distribution Worker
- This Apprenticeship Program is for students from CMSD schools only and will enable them to receive training in the aforementioned specialized field and pursue careers and employment with the City of Cleveland
- The purpose of the program is to provide requisite education and training at no cost to the participant
- The program will also address future demand for positions within Cleveland Water as well as provide graduates of CMSD schools employment opportunities with the City of Cleveland



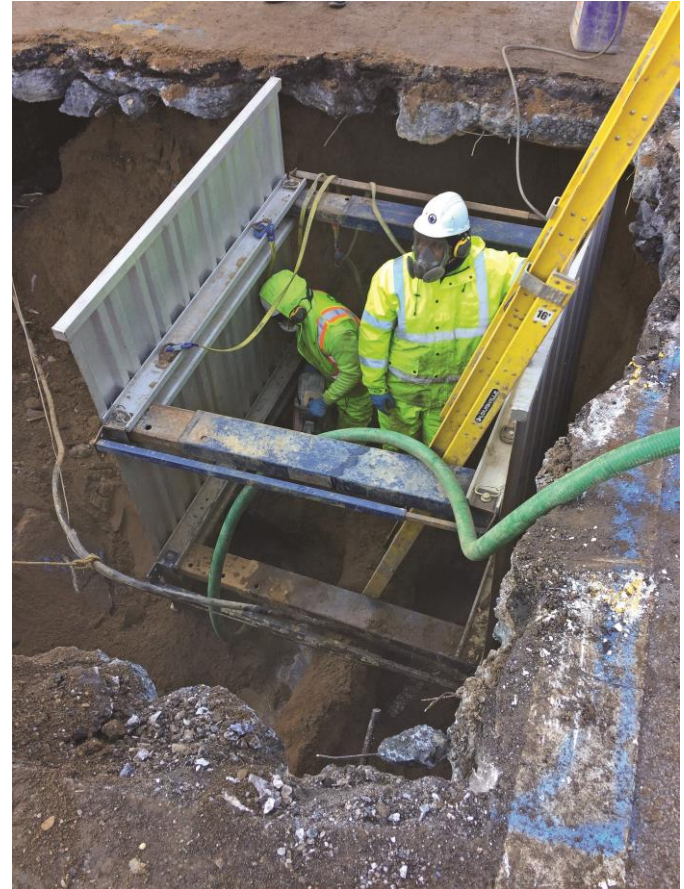
Program Criteria

- Must be a High School Graduate or have obtained GED
- Must be 18 years of age by August 1st of the year when enrolled
- High School Graduate must have an overall grade point average of 2.0
- High School Graduate must have an overall attendance rate of 90%
- High School Graduate must have a letter of recommendation from an instructor or guidance counselor



Program Criteria (cont.)

- GED recipient must have a letter of recommendation from a former instructor, or guidance counselor or a letter of recommendation from a former employer
- Participants entering from a CMSD school that graduated, and have been out of school for no more than 12 months, may apply for the program
- Participants with a General Education equivalent may also apply if:
 - They are 21 years of age or younger;
 - are within a 12-month period from the date that the GED was received; and
 - the last school previously attended was a CMSD school



Recruitment

- Participants will be recruited from CMSD schools
- Presentations will be made by subject matter experts who are employees within the Cleveland Water
- Those interested must complete and submit a City of Cleveland application for admission
- A parents' information session will be held DPU where interested students will attend, along with their parent or guardian, to receive program information
- At the parents' information session, the student will receive a packet containing an application, a list of documents that are to be submitted, and important deadlines.



Selection Process

- Applicants shall be selected for enrollment based on their eligibility and ability to learn and work as apprentices
- The program is committed to diversity and inclusive practices in the selection of the participants
- The number of participants selected each year will be based upon departmental budgets and projected future vacancies within the department
- Candidates will be interviewed by a panel and are scored based upon their responses to the interview questions
- The selection process is based upon the results of the interview
- Each participant will be prescreened prior to the interviewing process
 - Prescreening will consist of a basic aptitude test in general math, reading comprehension, and mechanical applications



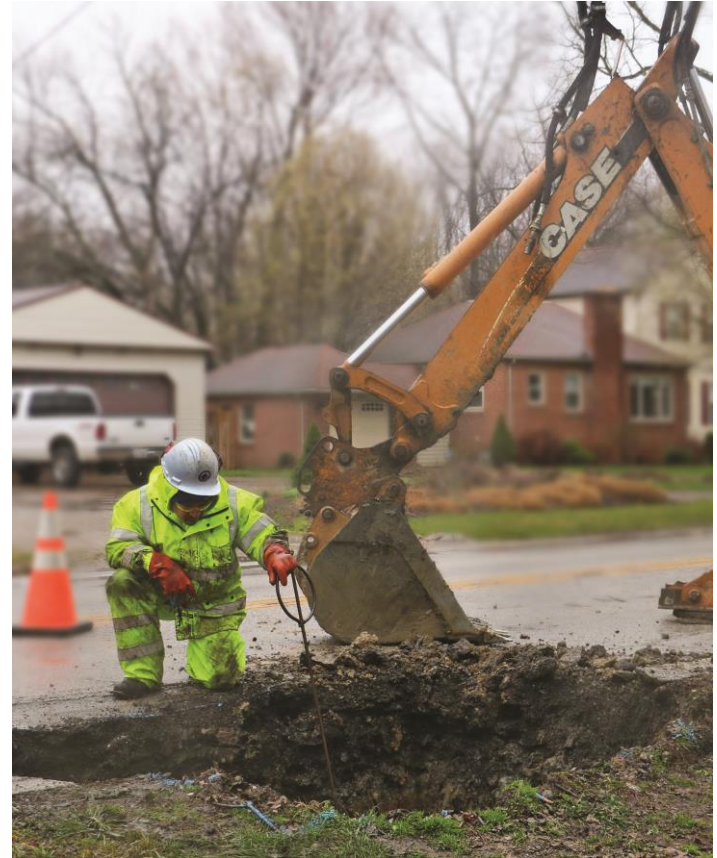
Program Design

- The participant will have Student Trainee status for 6 months and receive Orientation and Safety Training
- The Student Trainee's schedule will be based on a 40-hour work week and will be evaluated every thirty (30) days
- After successfully completing all of the requirements as A Student Trainee, and upon approval, the participant will be in probationary status as an Apprentice for a period of 6 months
- During this period the participant will be expected to learn the concepts, principles, and other information offered through the classroom experience and on the job training
- After successfully completing the 6-month probationary period as an Apprentice, and upon approval, the participant will become a full time water distribution worker



Pre-Apprenticeship Admission

- In order to enter the Water Distribution Worker Apprenticeship Program, students must:
 - Submit an application for Pre-Apprenticeship Admission
 - Proof of Parent(s)/Guardian(s) approval
 - Proof of GPA
 - Proof of attendance letter
 - Letter of recommendation from HS instructor or guidance counselor
- Application can be found at www.clevelandwater.com/apprentice



Probationary Period and Evaluations

- Each participant will be on probation for 6 months (1040 working hours) in the program during the Apprentice phase.
 - During the probationary period the participant or the department may cancel the Apprenticeship Agreement by notifying the other party.
- Prior to each phase of advancement, the participant's progress will be evaluated by their supervisor every 30 days
 - The evaluation will be based on the records of the participant's on the job training, classroom instruction, attendance, and performance in all areas of activity to determine if advancement is warranted.
 - The Evaluation Form will be signed by their supervisor and will indicate that the participant is ready to advance to the next level of the program.
 - A complete record will be maintained on each participant and will include the nature of the participant's work, classroom instruction, and evaluations.
- Any participant receiving an unsatisfactory report will be subject to disciplinary measures.



Additional Information

- For more information on the Water Distribution Worker Apprenticeship Program:

- Contact:

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- Visit our website at www.clevelandwater.com/apprentice

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Water Distribution Worker Apprenticeship Program

The Water Distribution Worker Apprenticeship Program is a collaboration between the City of Cleveland's Department of Public Utilities, the Cleveland Metropolitan School District (CMSD), and AFSCME Local 100 to provide opportunities to high school graduates who want to pursue a career with Cleveland Water.

The program combines classroom studies and on-the-job training, allowing CMSD graduates to earn an income while learning how to work in our Pipe Repair, Hydraulics, and/or Meter Operations areas.



[How Do I Become a Water Distribution Worker Apprentice?](#)

In order to enter the Water Distribution Worker Apprenticeship Program, interested students must complete and submit an application for Pre-Apprenticeship admission, as well as proof of parent(s) or guardian(s) approval, proof of GPA, a proof of attendance letter, and a letter of recommendation from a high school instructor and/or guidance counselor.

Upon successful completion of the Pre-Apprenticeship portion of the program, which includes classroom work and on-the-job experiences, students will be hired into the Apprenticeship Program as full-time employees.

Successful applicants will be selected to enroll in the program based on their ability to learn and work in the apprentice occupation as determined by the organizational review and assessment.

The Pre-Apprenticeship application will be available to download soon.



Questions



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