

THE MARYLAND DEPARTMENT OF STATE POLICE
Summer 2021 Internship Opportunities

Facilities Management Division

Job Title: Maintenance Assistant

Number of Interns: 8

Reports to: Maintenance Chiefs

Locations:

- **Northern (Barrack D, F, R)**
- **Southern Barrack P, H, J, T, U)**
- **Western (C, W)**
- **Eastern (Barrack E, I, S V, X)**
- **Central (A, G)**
- **Washington Metro (Barrack L, N, Q)**
- **Headquarters (Buildings A, B, C, F, G, J)**

Job Overview: Performance semi-skilled work in the maintenance trades. Independently perform moderate tasks in maintenance work, lawn care including routine construction work, routine preventive maintenance, and making minor repairs or improvements to buildings, fixtures, mechanical equipment, grounds and roadways.

Responsibilities and Duties:

- Lawn Care, Maintenance of lawns and shrubbery;
- Makes minor repairs and alterations on floors, walls, ceilings, windows, furniture, and other wooden structures or appurtenances;
- Changes filters, checks and maintains sewer lines and cleans traps;
- Oils and lubricates mechanical equipment and machines;
- Prepares interior and exterior walls, ceiling, floors and other building surfaces by washing, brushing, and sanding and scraping;
- Applies paints, varnishes, stains, waterproofing agents and other protectives;
- May drive automobiles, pick-up and panel trucks, and tractors; may operate power mowers;
- May be required to move items, boxes, equipment weighing 50 pounds.
- Use hand tools and electrical tools and gas powered equipment.

Princess Anne Barrack Internships (COVID conditions permitting)

Job Title: Intern

Number of Interns: 2

Reports to: Lt. Timothy Corbin

Locations: Prince Anne Barrack

Job Overview: The interns would learn the duties of the criminal secretary and road Troopers.

Responsibilities and Duties:

- Provide administrative support to staff on various assignments and projects
- Go on ride a longs, sit with and assist PCO, attend court with troopers

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Summer 2021 Internship Opportunities

MOTOR VEHICLE DIVISION

Job Title: Automotive Services Intern

Number of Interns: 2

Reports to: TBD

Locations: MSP Headquarters Garage, Pikesville, MD & Centerville, MD

Responsibilities and Duties:

- Disassembles and overhauls engines by installing new rings, bearings, valves, pistons, connecting rods, pins, crankshafts, clutch plates or other parts;
- Assist with installing complete assemblies, such as engines, transmissions or axles;
- Checks, repairs or replaces standard components and sub-assemblies, such as cylinder heads, generator, oil pumps, starter motors, brake linings, wheel bearing and ball joints;
- May conduct electronic engine analyses and specialized tests, such as distributor resistance, manifold vacuum, fuel pump vacuum, cylinder compression, specific gravity, electronic ignitions or fuel injection systems;
- Checks front wheels for proper alignment including testing for caster and camber, and adjusts or replaces worn parts;
- Inspects, diagnoses and repairs other major malfunctions of motor vehicle and motor equipment;
- May perform welding tasks, operating drill press, valve reface, power saw and other related power equipment;
- Road tests automobiles, trucks, tractors or other related power equipment;
- Conducts diagnostic tests, using automotive computer technology;
- Clean and cares for tools, equipment and shop facilities;
- Lubricates, changes oil, fuel, cleans or grease parts and performs other automotive services;
- Assists in maintaining records and preparing reports;
- May perform other related duties

General Mechanic Skills and Abilities

- Some general knowledge of procedures, methods, tools and equipment used in the services, maintenance repair and adjustments of motor vehicles and motor equipment;
- Ability to understand and carryout instructions;
- Ability to lift heavy equipment and vehicle parts, physically complete task; mechanics stoop, crawl, work laying down and lift heavy pieces of heavy machinery
- Some understanding of mechanics and engines in order to complete their daily duties and learn how to successfully repair and diagnose all types of vehicle problem;
- Ability to maintain records and assist in preparing reports

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Summer 2021 Internship Opportunities

MOTOR VEHICLE DIVISION

Job Title: Electronic Technician Intern

Number of Interns: 2

Reports to: TBD

Locations: Waterloo Garage

Responsibilities and Duties:

- Install all emergency equipment in fleet vehicles, (i.e. light-bars, sirens, partitions, siren speakers, push bumpers, grill lights, wig-wag modules, fire extinguisher brackets, gun safes and stop sticks)
- Design and program hardware that controls the emergency equipment functions
- De-installation of emergency equipment in decommissioned vehicles and preparing them for auction
- Troubleshoot and repair of installed electronics and wiring; inspect and accept new vehicles being delivered to MVD for agency use