

To Whom It May Concern,

I have had enough people come to me and ask about how I managed to get into General Maintenance at TMMK without any education or professional experience in technical trades. In order to keep from forgetting pieces of the story, along with link and other tidbits like numbers and stats I decided to write a letter to give to anyone that showed interest in the job at Toyota or whom simply asked me about the field in general. The following is the fruits of that endeavor.

Here is a list of items I studied:

Industrial Maintenance book by Michael Brumbach; Covers the entire scope of industrial maintenance. Know this book from cover to cover.

<http://www.betterworldbooks.com/industrial-maintenance-id-0766826953.aspx>

Binary to Hexadecimal to Decimal Conversion: There are several questions on the exam asking you to convert one to the other in both direction. Know how to count to 35 in Binary.

<http://ascii.cl/conversion.htm> (conversion tables for all three)

<https://www.youtube.com/watch?v=TFY8YuBLNKc> (YouTube video explaining how to convert all three).

PLCs (Programmable Logic Controllers): There isn't much in the book about this subject, but you WILL need to know about it. You will also use this subject almost every day on the job at TMMK. Here is an eleven (11) part video series explaining basic PLC programming in the Allen Bradley format.

Watch this several times: <https://www.youtube.com/watch?v=zlsJxSK8tPE>

This is also an excellence website on PLCs: Mr. PLC www.mrplc.com, on YT at

<https://www.youtube.com/user/mrplc.com>, on FB at <https://www.facebook.com/MrPLC-97475816007/>.

This is a free E-book on PLCs. Print it out or read it online. Know this stuff:

<http://www.plcdev.com/book/export/html/>

*This is all I studied for the exam. The trick is, in my opinion, to get in the mindset that you are going to knock the test out of the park. Just passing the test should be a given in your mind. You should go in on test day ready to absolutely kill it!! You would be surprised how many guys don't ever study a lick. They never get the call either, even if they do pass the test. Because they are in that "average" pool of guys I was telling you about. You need to make yourself stand out and away from the crowd. Killing the test is one way to do this.

Another way is with a professional looking resume and application (when the time comes). Type it up. Talk yourself up. Never lie, but this is the time to talk about things you've done that you are proud of and you think will help to get you hired on. Be prepared to answer questions about them if you write them down. Again, never lie, they'll catch you.

If you've never done a resume there are plenty of services and examples online to emulate. I can help you also if you need. If you want to really impress build up a professional looking Linked-In account. You can then provide a printed copy and/or a digital copy.

MINDSET: I'll talk to you more about this, but stepping up to industrial maintenance at TMMK is going to change things in your life. You're going to have to start thinking and acting more

professionally. There are going to be people in your life that won't like that. They'll try to knock you down. This is more about them and their mindset, than what is going on with you. Just be prepared for the change in behavior of those around you. I found it best just to keep my plans to myself until I had made it in. Then there was nothing they could say.

Plan on taking several MONTHS (seriously) to study these materials before you take the test. Take your time. Don't worry about other people getting ahead of you. This is about you and your future, not about them.

Plan on taking the AMTEC exam at BCTC on Leestown Rd. Here is their contact #: [859.246.6669](tel:859.246.6669) website: http://www.bluegrass.kctcs.edu/en/Testing_Center.aspx Call them up and schedule a time to take the exam. Expect to pay about \$50. Ask for a contact person and number before you leave so you can find out how you did.

Here is the AMTEC website to give you an idea of what the test is about:

<http://autoworkforce.org/curriculum-resources/assessments/>

The AMTEC exam is very much like what you will have for TMMK though not exactly the same. Its all on computer, but bring a couple pencils. They will give you scratch paper.

The TMMK is very heavy on Ohm's Law. You'll find that in the big book. Know it like the back of your hand.

Here is my contact information: Feel free to call, text or email anytime if you have any questions or are feeling

Paul Cassity

[859.227.6636](tel:859.227.6636)

myownillusion@gmail.com

william.cassity@toyota.com

Finally....this is a big project. You can actually use this project on your resume. Think about it. You are acting alone, being self-motivated, embarking on a project that will take you several months to complete, all without any guarantee of a successful outcome. That takes tremendous focus and commitment. Management will notice that if you put it in front of them. You can only prepare the best you know how. You can detail how you went over and over each section, doing the problems in the back of the chapters, becoming confused and lost sometimes...not giving up, only to come back stronger the next time you read through a section. It took me half a dozen times on some things that I just couldn't get through my head.

There are two personality traits Management looks for in a Skilled Maintenance Technician here at TMMK. Ability to work successfully without supervision and the ability to mentally focus on difficult tasks and find a way to figure it out (aka: troubleshooting). They always say to just SOLVE THE PROBLEM. Well, that's what you're doing here. You have a problem. You want to be on the G/M crew and don't know how to make that happen. You've taken the first step already. You sought out someone who can help and here I have laid down a path for you. I can continue to encourage you and point the way, but I can't take the steps for you. This path is mental. Its all mental. Its point-of-view. Its focus. For a few months you'll have to block out the rest of the world and focus on this stuff like you never have before. Remember the goal. Not to pass, that is a given for you. Your goal to ace this bastard.

One last motivator. A few stats to keep in mind while you're deciding what to do....

I am topped out in G/M in pay and vacation. Here are the numbers:

My base rate is \$32.37/hr + 5% for 2nd shift is: \$33.99/hr That means on Saturdays I make \$48.56/hr and \$64.74/hr on Sundays and Holidays.

For the past three years I have averaged \$100,000.00/yr without breaking a sweat. If you want, you can work practically zero OT and still make in the 70s or 80s. Or, if you're a maniac, you can live here 7 days a week and earn \$190,000.00 like one of the guys did last year. Yep...190 grand. Crazy!!

I have 21 vacation days a year. G/M works both shutdowns and most holidays if you want to, which gives you Double Time and a Comp Day. I have had 34 vacation days in a year before. I average about 32 PTO days per year.

When you're in G/M you are on your own time schedule. Sure you have to be at work at a certain time, but you're not doing any repetitive work anymore. You don't have to ask to go take a piss. Its like working for a totally different company than when in production. Trust me, I was in bodyweld production for 15 years and was ready to jump off a cliff. Now I love my job. I am actually happy to come to work each day for first time in my life. This job is worth working hard for. Its worth blocking the world out and turning off the TV for a few months. Think about it. Don't you deserve the same thing?

--

W. P. CASSITY