



# Memphis Light, Gas and Water Division Junior Engineer/ Professional Engineer Program (JEPE Program)

MLGW plays a critical role in both the economic development and the quality of life of the citizens of the Memphis and Shelby County community. Qualified engineering staff are crucial to MLGW's and the community's success. MLGW has developed a Junior Engineer/ Professional Engineer (JEPE) Program to assist in developing the foundation of success of every engineer. The purpose of the JEPE Program is to bridge the gap between engineering school and real world engineering. A professional engineer not only has to demonstrate technical competency, but also develop and utilize a wide variety of skill sets when making decisions which impact public health, safety and welfare. Upward mobility through professional licensure is a core tenet of the JEPE Program. For this reason, engineers are strongly encouraged to obtain their professional license. The JEPE Program encourages, motivates and assists engineers in their pursuit of becoming a professional engineer (P.E.). The program provides P.E. and F.E. study material, information on P.E. review courses, and various other P.E. related information/material.

## JEPE Mentor Program

The Mentor Program is designed to provide experienced assistance to new Engineers as they join the MLGW team. The Mentor Program is overseen by the JEPE Chairman, managed by the Mentor Coordinator and includes several Junior Engineers. The Mentor Committee surveys the Mentee and Mentor at several intervals to ensure program effectiveness and quality of the Mentee, Mentor and the Program. Junior Engineers have the benefit of experiencing Group Orientations, that consist of several departments each session that address support functions, as well as Onsite Orientations, that focus on core functions.

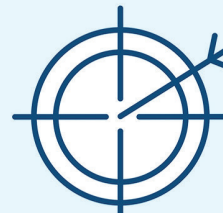
### The Mentor

During the six month probation, an Executive JEPE Committee member will act as the mentor for the new engineer. After probation, the Mentor will be paired with the Mentee for remainder of the JEPE Program. The pairing will be a coordinated effort of the Mentee, Mentor, Mentor Coordinator and the JEPE Committee Chairman. Mentors for the JEPE Program will be selected based on the following criteria:

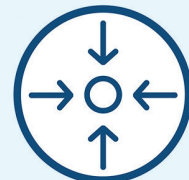
- Must have consistently demonstrated a positive attitude towards MLGW
- Must be in a different area than the mentee
- Must be willing to devote time to the new engineer
- Should demonstrate good interpersonal skills
- Recommend level III or higher



ADVICE



MOTIVATION



DIRECTION

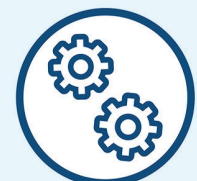
### Mentor Responsibilities

The Mentor shall have the following responsibilities:

- Communicate with the mentee as needed (at least once a month)
- Meet with the mentee at least monthly
- Periodically, allow the mentee to shadow the mentor (meetings, field work, etc.)
- Establish a good rapport with the mentee
- Provide guidance, leadership, direction, and professional advice
- Guide the new engineer through the orientations
- Report any problems with the new hire or concerning the new hire to the JEPE Chair immediately
- Complete Program Surveys that provide crucial feedback about program quality



MENTORING



COACHING



SUPPORT

### Mentee Responsibilities

The Mentee shall have the following responsibilities:

- Ask questions whenever something is not understood
- Be punctual to all assignments for every phase of the program
- Complete feedback forms after orientations and probationary evaluation
- Report any problems with the program to the JEPE Chair immediately
- Complete Program Surveys that provide crucial feedback about program quality