JOB DESCRIPTION

Job Title: Engineering Internship
Department: Engineering
Reports To: VP of Engineering
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved Date: 03/31/2014

Summary: Assist in the development and implementation of clear, complete and accurate working plans and
detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes, according to
specified dimensions using computer and specially designed software.

Primary Responsibilities: include the following. Other duties may be assigned.

• Perform basic product design modifications.
• Develop basic detail and assembly drawings for products and equipment.
• Perform engineering change processes as necessary to support existing products.
• Create 3-D models from 2-D drawings.
• Generate and scan prints.
• Ability to perform mechanical design calculations.
• Test prototypes and standard products and write reports to document the results.
• Categorize a wide arrangement of existing parts.
• Performs other duties as assigned

All Employees

• Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with
customers, clients, co-workers and management.
• Continue to grow lean knowledge and use the tools to identify and assist with continuous improvement.
• Comply with safety regulations and maintain clean and orderly work areas.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty
satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
Attending a two-year or four-year college for Design or Mechanical Engineering major (Please provide a copy of
your transcript).
Computer Skills:  
To perform this job successfully, an individual should have a good working knowledge of 3D CAD and Microsoft Office.

Other Qualifications:
- Ability to work with multiple functions to coordinate the flow of information.
- Strong verbal and written communication skills.
- Ability to communicate engineering requirements.
- Accuracy, thoroughness and timeliness.
- Ability to provide support and assistance to co-workers as appropriate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.