



Job Title: Engineering Intern
Department: Engineering
Reports To: Engineering Manager
Direct Reports: No
FLSA Status: Non-exempt

Job Summary

The Engineer intern will be responsible for assisting the Engineers & transfer team in the facility.

Job Duties

- Assisting in the creation of all required documentation for the transfer and startup of the facility (to include visual maps, PM procedures, QAS, etc.).
- Execute equipment IQ
- Accountable for business metrics (safety, quality, delivery, and cost).
- Perform business time study.
- Other projects/duties as assigned

Impact

- Ensure cost containment levels are maintained
- Recommend/Design processes/machines for streamlining work
- Analyze potential areas for savings or efficiencies.

Safety Responsibilities

- Following all rules, regulations and procedures set forth in the safety manual.
- Promoting safety awareness throughout the workplace.
- Alerting supervisors to any safety hazards they discover.
- Wearing appropriate, proper protective equipment whenever required.
- Using guards on tools and machinery whenever required.
- Following proper lifting techniques using legs and not the back.
- Operating any vehicles, equipment, tools or machines only if they are authorized to do so.
- Reporting any injury or loss immediately to the supervisor/team lead.
- Promoting a positive attitude about safety and never performing any unsafe practice that could place the employee or others in danger.
- Providing information to his/her immediate supervisor if a better and safer procedure can be implemented in performing any operation.
- Assure when designing or modifying equipment/workstations that ergonomics and safety are reviewed and work to minimize hazards through engineering controls, administrative controls and lastly personal protective equipment.
- Assure Job Hazard and Equipment Hazard Analysis are completed timely as required per MNG.008.

Independent Judgment

- Oversight and control of assigned projects.
- Determine best in class frameworks, systems and processes.

Analysis/Problem Solving

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents, including customer specifications, blue prints, and technical procedures.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, diagram, or schedule form.

Communication

- Ability to respond to common inquiries or complaints from internal customers and management.
- Ability to effectively present information to top management and customer/client groups.

Skills/Technical Skills

- Communication Skills/ Teamwork
- Analytical Thinking/Adaptability
- Process expert
- Working knowledge of traditional PC based software such as Microsoft Office.
- Requires an above average people skills ability

Knowledge

- Understands regulated type industries a plus
- Knowledge of medical device manufacturer and supplies knowledge preferred
- World-class manufacturing knowledge preferred

Physical Requirements

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Education

- Completion of 2 years of Bachelors Degree (B.A.) in engineering discipline from a four-year college or university.

Experience

- 0-4 years prior experience in an engineering setting and knowledge of latest technology.