**Stack HIP, Inc.**

**Job Description**

**Job Title:** Engineering Intern

**Department:** Engineering – Stack HIP (Albany, OR)

**Reports To:** Engineering Manager – Stack HIP

**FLSA Status:** Hourly – Part Time $21.00/Hr

**Prepared Date:** February 2022

**Hiring Manager:** Joshua Morris – jmorris@stackmet.com

**SUMMARY**

The Engineering Intern at Stack HIP is responsible for supporting tasks as assigned by the Stack HIP Engineering Manager. Tasks included, but not limited to, include equipment part inventories on-hand, work effectively with maintenance software, researching vendor/suppliers for parts, creating equipment and part specific drawings, developing equipment maintenance instructions, and assisting with performing equipment maintenance on the Stack HIP production equipment. Engineering Intern is expected to work safely at all times and follow Stack HIP Safety Procedures and use the appropriate Personal Protective Equipment for the task.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Stack HIP production equipment spares & wares inventory validation project
* Maintain and update maintenance program to promote inventory accuracy
* Obtain equipment drawings as directed by Stack HIP Engineering Manager and working with Stack HIP OEMs
* Create equipment drawings as directed and save them to network locations as requested
* Create part specific drawings as directed and save them to network locations as requested
* Identify sources/vendors for spare parts and work with Engineering Manager to qualify and setup as a source within maintenance program
* Develop ‘Tool Crib’ for all spares & wares to include a labeled bin or labeled shelf location for all parts
* Assist Engineering Manager on equipment repairs and investigations as requested
* Work with Stack HIP Maintenance Tech(s) as requested/required on tasks as assigned
* Work with Stack HIP General Operators as requested/required on tasks as assigned
* Only performs tasks as trained and assigned
* Understands equipment and implements proper Lock Out & Tag Out and uses required Personal Protective Equipment (PPE) for the task when assisting with all service activities at Stack HIP
* May work with OEM Engineering/Technicians during this internship at the guidance/direction of the Stack HIP Engineering Manager
* Follows Stack HIP Policies and Procedures
* Follows and completes tasks assigned accurately and timely
* Maintains punctual and regular attendance
* Other duties as assigned

**SUPERVISORY RESPONSIBILITIES**

No direct supervisory duties or responsibilities.

**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**

Mechanical or Electrical Engineering 2+ years. Experience with MS Word, Excel, Outlook required. Strong computer skills commensurate with engineering education and functional experience with SoildWorks 3D required. Aptitude to read and interpret detailed equipment and engineering drawings. Experience using Maintenance Software preferred but not required. Experience working in a manufacturing environment preferred but not required.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively communicate with others. Ability to effectively present information and respond to questions from others as related to assigned tasks.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to understand various measurement systems and how to convert between them.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None for this role.

**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 frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Anything greater than 50 pounds requires a forklift, crane, or an addition human resource to lift as appropriate for the item weight.

**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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, electrical components, toxic or caustic chemicals, fumes, airborne particles, extreme temperatures (hot and cold), extreme pressures. The noise level in the work environment is usually moderate.

**SAFETY & TRAINING**

Safety is of critical importance and is our priority at Stack HIP. Employees will participate in all safety training as required such as Fire Extinguisher, Confined Spaces, Evacuation and Emergency Meeting Point, Overhead Crane Operation, equipment operation, and other safety training as required. Employees will use Personal Protective Equipment (PPE) as required for job duties. Training for PPE items will be provided to employees as appropriate. In no instance shall an employee perform a task or use equipment they have not been trained to use or operate. In no instance shall an employee use equipment, tools, or PPE in an unsafe manner. If PPE is broken or worn out, the employee is responsible for notification of their direct Supervisor to obtain replacement PPE that provides intended protection.