Pyrotek

INTERN - ENGINEERING

DIVISION:		**JOB CODE:**	9002
LOCATION:		**JOB FUNCTION**:	Internships
DEPARTMENT:	Engineering	**FLSA STATUS**:	Nonexempt
REPORTS TO:		**EFFECTIVE DATE**:	09/03/25

JOB SUMMARY

Gain entry-level Engineering experience by learning, applying, and performing Engineering related functions, as assigned, while actively engaged and participating in a seasonal/temporary internship program. Support the Engineering department by assisting with CAD drawings and 3D modeling projects, and handling administrative tasks such as equipment manual creation and printing work packages for manufacturing production.

QUALIFICATIONS

Education/Experience

High School Diploma and currently enrolled and pursuing a degree in Mechanical Engineering or a related field, plus one (1) year of completed course studies in area of emphasis.

Experience with computer-aided design (CAD) software, specifically SolidWorks, a plus.

Knowledge/Skills/Abilities

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values, and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Strong computer skills. Proficient with Microsoft Office Products, with heavy emphasis understanding and applying advanced Excel skills. Ability to perform data entry.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to read and comprehend dimensional specifications and geometric tolerances on manufacturing drawings.

Professional Investment. Demonstrated commitment to own personal and professional development and learning.

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ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Actively engage and work in partnership with plant leadership and support personnel to understand manufacturing processes, varying from engineering, purchasing, production, and distribution.
2. Learn and support Engineering responsibilities and functions, including but not limited to:
    a) Properly searching and navigating within a controlled PDM vault, locating the most recent version of a SolidWorks or AutoCAD drawing.
    b) Accurately modeling in CAD and Solidworks.
    c) Read and interpret manufacturing drawings and associated tolerances, and create organized, complete manufacturing instructions.
    d) Write clear, concise and grammatically correct material for product manuals.
3. Perform project work for an assigned area and/or scope of work, and present related information to corresponding stakeholders.
4. Promote positive Team Member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous, and respectful at all times.
5. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
6. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.
7. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
8. Actively support compliance with all relevant ISO management system standards related to department(s) for which service is provided.
9. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
10. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
11. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend, and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in an office environment, with occasional work in an industrial manufacturing environment, where moderate background noise, presence of natural and artificial light, exposure to work temperatures from ambient to controlled, hard walking surfaces for standing and walking, and moderate amounts of airborne graphite dust, are present. Personal Protective Equipment (PPE) such as approved footwear, respirators, safety glasses/goggles, etc., may be required.

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Team Member's Signature

Date

Pyrotek is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.