



ENGINEERING-INTERN

DEPARTMENT:	Engineering	REPORTS TO:	Chief Engineer
DIVISION:	Cortland	FLSA STATUS:	Exempt
JOB CODE:	9000	EFFECTIVE DATE:	3/22/2022

JOB SUMMARY

Support multiple CAD drawings & 3D modeling projects. Additionally support any engineering administration work that may be required such as equipment manual creation or printing work packages for the manufacturing floor.

QUALIFICATIONS

Education/Experience

High School Diploma and currently pursuing a degree in Mechanical Engineering, or a related field.

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. Data entry skills having a working knowledge of Microsoft products, especially proficient in Excel. The ability to read and comprehend dimensional callouts and tolerances on manufacturing drawings. Excellent computer skills are a must to perform the required duties. The ability to use SolidWorks and AutoCAD is critical.

Core Business Skills. Read drawings in order to understand tolerancing, geometric tolerancing. 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 write routine reports and correspondence.

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

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. The ability to search in a controlled PDM vault and open the latest version of a SolidWorks or AutoCAD drawing.
2. The ability to model in CAD and SolidWorks.
3. The ability to read and comprehend manufacturing drawings and the tolerances associated.
4. Create and produce organized complete manufacturing instructions.
5. Write clear, concise, grammatically correct material for inclusion in product manuals.



6. 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.
7. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
8. 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.
9. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
10. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
11. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
12. 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.

Team Member’s Signature

Date

Manager’s Signature

Date