

Job Description

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| Position Title: Sonoma Corps Intern |
| Summary: (Describe your company here) <i>The CTE Intern is responsible for assisting the Engineering and Operations departments with assigned tasks. Other departments/duties may be assigned.</i> |
| FLSA Classification: Full Time, non-exempt |
| Salary range or wage rate: |
| Department: Engineering/Operations |
| Reports to: |
| Revision date: |
| Approved by: |

Essential Duties and Responsibilities (include but not limited to):

Under the direct supervision of experienced Engineering and Production staff, the CTE Intern will assist with the following tasks as needed and directed:

Engineering/R&D

- Assist in collecting data for various engineering projects.
- Assist in running various experiments after a thorough explanation of the experiment and how to operate instruments and equipment
- Perform basic machining duties in order to alter test equipment as directed to suit the project.
- Perform basic and specialized measurements as needed to gather test results.
- Become conversant in reading engineering drawings.
- Learn how to organize data and summarize results with the goal of presenting your findings to the department.

Operations

- Compose work instructions from notes and production experience
- Conduct work instruction validation with the shop floor personnel
- Assist in the process simplification and process information gathering
- Perform operations tasks as needed to gain the experience required to convey work instructions properly

Job Knowledge, Skills and Abilities:

- Must be a good listener
- Must be willing to learn and ask questions when things are unclear or ambiguous
- Prior assembly/manufacturing experience is helpful but not required
- Prior technical writing skills such as lab reports or research papers are helpful but not required

Supervisory Responsibilities: None.

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Physical Demands:

- Ability to lift and move up to 50 lbs. without aid.
- Regularly required to sit or stand, hear, listen, talk, and perform hand motions, bend and stoop, climb stairs, reach and move about the facility.
- Will occasionally be required to: climb ladders, kneel, squat, crouch and crawl, pull, and push.

Work Environment:

- Work performed in a combination office/shop environment.
- Work performed in office under usual office working conditions.
- Work performed in shop environment includes working in proximity to a variety of physical conditions, such as moving mechanical parts, moving vehicles, electrical current, working on ladders and high places, exposure to chemicals and oils, machining and fabrication equipment.
- May work at different workstations as production needs require, or shifts from one station to another.
- Employer will supply required personal protective equipment.

<INSERT COMPANY NAME> offers competitive compensation, a comprehensive array of benefits, and the opportunity to work within a dynamic company.

Will be required to perform other duties as requested, directed or assigned.