

**JO-CARROLL ENERGY**  
Summary Position Description

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**POSITION TITLE:** Engineering - Intern  
**DEPARTMENT:** Engineering Services  
**REPORTS TO:** Department Manager  
**DIRECTLY SUPERVISES:** None  
**FLSA CLASS:** Non-Exempt (Temporary Internship)

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**Position Summary**

The engineering intern will support our remote telemetry equipment and systems. This position will have a mix of tasks for computer technologies, hands-on craftsmanship and critical thinking challenges.

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**Essential Responsibilities and Duties**

**1. Remote telemetry.**

- 1.1. Assemble telemetry equipment enclosures; basic mechanics and wiring
- 1.2. Maintain top quality craftsmanship
- 1.3. Implement new telemetry locations
- 1.4. Support existing telemetry locations and systems.

**2. Acts as a component of the Engineering Services Department.**

- 2.1. Attends corporate and department meetings as assigned.
- 2.2. Attends and participates in company safety meetings.
- 2.3. Performs all duties and responsibilities following all applicable safety, health, environmental and other regulatory policies and procedures.
- 2.4. Assists with special projects as assigned by management.
- 2.5. Acts as a liaison between the cooperative and its members.

**3. Performs other duties as assigned.**

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**Accountabilities**

- 1. Operational efficiency as measured by task hours.**
  - 2. Fostering good employee relations as measured by employee feedback.**
  - 3. Assigned tasks as measured by project completion rate.**
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**Qualifications**

- 1. Must have a high school diploma or equivalent. Must be pursuing an engineering, computer science or similar degree.
- 2. Must have good interpersonal skills.

3. Desire to work on computer systems and hands-on with equipment in the field.
  4. Must be able to use PC software and equipment.
  5. Skills to read and understand instructions.
  6. Must have and maintain a valid Illinois Driver's License and Vehicle Insurance with verifiable safe driving record.
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### **Working Conditions**

1. Working hours will be 7:30 a.m. – 4:00 p.m. Monday through Friday with one-half hour for lunch but may vary based on seasons and projects.
  2. Must be willing to work overtime and flexible hours as needed.
  3. Must be able to concentrate on several things at one time. Be alert to give and receive information and to safely operate equipment.
  4. Sitting, standing and walking regularly for up to eight hours daily.
  5. Regularly requires walking from location to location.
  6. Frequently lifts heavy objects up to 25 pounds.
  7. Involves stretching and rotating body, working on stepladder, and grasping objects with one or both hands.
  8. Involves twisting/turning to reach objects and to operate equipment.  
CLIMBING/CRAWLING: Works at heights on ladders up to 18 feet.
  9. Performs all duties within established safety practices.
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**Revised**  
04/2015 DAS