



A Touchstone Energy® Cooperative 

POSITION TITLE: **ENGINEERING**
INTERN

DEPARTMENT: ENGINEERING

DATE April 2018

Department: Engineering	Salary Grade: Summer Intern
Reports To: VP of Operations & Engineering	Status: Nonexempt

SUMMARY:

Assists the Engineering Department with special projects and job shadowing within the Engineering Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Reviews and conducts research on equipment and materials, the system design and changing system requirements, taking into consideration reliability, cost and best correct engineering practices.
- Provide necessary skills for the effective performance of the activities of the assigned position within policies and procedures.
- Coordinate and cooperate with other personnel in performing assigned responsibilities.
- Assists the Supervisor of Engineering Services, System Engineer, and Vice President of Operations and Engineering in planning and implementation of departmental objectives.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS:

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:

Enrollment in a four (4) year B.S. degree or two (2) year A.S. degree from an accredited institution in engineering or pre-engineering program at a vocational-technical center. A good understanding of basic electrical engineering fundamentals and GIS software experience is preferred.

LANGUAGE SKILLS:

Must have the ability to read, follow or prepare instructions written in English. Must be able to communicate the English language in a manner that can be understood and interpreted by the general populace.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, divide, using whole numbers, common fractions, and decimals. Must have the ability to design and solve basic algebraic equations.

REASONING ABILITY:

Ability to solve practical, everyday problems. Must be able to interpret a variety of instructions furnished in written, oral, or schedule form. Must have ability to research projects using multiple avenues including: forums, websites, whitepapers, and videos.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Oklahoma driver's license.

COMPUTER SKILLS:

Must have a strong knowledge of computer operations as it relates to file management, types of files (.csv, .doc., .pdf, .txt., .jpg, .png, .exe & etc.), Microsoft Office Suite, engineering data processing, software and hardware interface.

PHYSICAL DEMANDS:

The physical demands describes here are representative of those that must be met by an intern 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 intern will complete work in the office sitting at a desk. Some walking is involved but at different amounts and intervals. Must have the physical ability to hear and verbally communicate over the telephone. This job also requires the regular use hands to finger, handle of feel objects, documents or keyboards; reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

The intern must be able to occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

This job is indoors and outdoors. This job requires outdoor weather tolerance to SW Oklahoma weather extremes, which may range from over 100°F to below 0°F.

NONDISCRIMINATION:

Cotton Electric Cooperative, Inc. is an equal opportunity employer.