

## Position Description

<b>Position Title:</b>	Mechanical Engineer Intern – Summer 2025	<b>Direct Reports:</b>	None
<b>Department:</b>	Mechanical Engineering	<b>Classification:</b>	Non-Exempt
<b>Location:</b>	Any Kingscott Office, Hybrid / Remote	<b>Approved Date:</b>	
<b>Reports To:</b>	Senior Mechanical Engineer	<b>Revision Date:</b>	January 21, 2025

### Position Summary:

The Mechanical Engineer Intern will be a current Mechanical Engineering student pursuing a bachelor's degree from an accredited college or university; Junior or Senior level student preferred. Our internships are designed to provide exposure to the day-to-day operations of our organization, the chance to work on real projects, and the opportunity to learn from our experienced team of talented architects and engineers. We are looking for enthusiastic and motivated individuals with a passion for mechanical systems who are eager to contribute and learn.

### Organizational Values:

Our belief in people leads us to work with project partners that have people at their center. Our company values are:

- Investing in People
- Achieving the Extraordinary
- Serving with Humility
- Finding Fun in Our Work
- Committing Ourselves to Mutual Success
- Fearlessly Exploring
- Striving for Authenticity

### Essential Responsibilities:

- **Project Support:** Assist team members in the successful execution of engineering projects by conducting research, preparing calculations and reports, and contributing to project deliverables.
- **Drafting and Modeling:** Support the mechanical engineer design team with design work using Revit and Excel; prior experience in these programs required.
- **Data Analysis:** Collect and analyze mechanical engineering data to help make informed decisions and generate insights.
- **Administrative Tasks:** Perform general administrative duties, such as preparing documents.
- **Collaboration:** Work closely with colleagues within your department and across other departments to achieve common goals and projects.
- **Learning and Development:** Attend training sessions, workshops, and team meetings to gain a better understanding of our industry and company operations.
- **Special Projects:** Participate in special projects that provide exposure to different aspects of our business and help you develop a well-rounded skill set.
- **Travel:** Must have the ability to travel between 10 - 25% of the time for project needs.

**Duties/Responsibilities:**

- Assist in mechanical design calculations, and system layouts.
- Support engineers in the preparation of construction documents and reports.
- Attend site visits with other engineers to assist in field data collection and verification.
- Maintain flexibility in assisting with multiple projects simultaneously and prioritize tasks accordingly.
- Ability to attend meetings, supporting with note-taking and documentation of discussions and action items.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills; including active listening skills
- Some experience in mechanical design software, Revit.
- Proficient in Microsoft Office Suite or related software.
- Strong analytical and problem-solving skills.
- Ability to work in a collaborative team environment.

**Non-Essential Responsibilities:**

- Other duties as assigned by the Mechanical Engineering Team.

**Supervision Received:**

- Specific Direction: Follows established work procedures. Receives periodic checks for performance. Refers unique questions/conditions to immediate supervisor.

**Supervisory Responsibilities:**

- No supervision: No supervisory responsibilities.

**Education & Experience:**

- Pursuing a bachelor’s degree in Mechanical Engineering or Architectural Engineering, required.
- Excellent communication and listening skills to collaborate effectively with diverse teams.
- Strong attention to detail and a commitment to delivering high-quality work.

Are you interested in being part of a collaborative culture with significant opportunities for professional growth? Let’s chat!

**How to Apply:**

Please send your resume to Maureen Weatherby, Chief People Officer, at [mweatherby@kingscott.com](mailto:mweatherby@kingscott.com)

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				X
Move about work area		X		
Use hands/fingers to handle or feel				X
Reach with hands and arms		X		
Ascend/Descend (stairs/ladder/etc.)		X		
Bend, stoop, kneel, crouch, or crawl		X		

Communicate with various parties			X	
Detect flavors or smells	X			
Move containers up to 30 pounds		X		
Visual acuity				X
Read and understand written word				X
Drive/Travel			X	
Operate computer and general office machines				X
Operate Machines:	X			
Other:				

**Environmental Conditions:**

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
<b>Normal office environment:</b> No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.				X
<b>Plant environment:</b> Exposure to dust, oil, various chemicals, and extreme noise.	X			
<b>Warehouse environment:</b> Exposure to extreme temperatures, noise, hazardous equipment, and fumes from trucks.	X			
<b>Travel:</b> Limited exposure to outside elements.				X
<b>Other:</b>				

*This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at-will employment status.*