



Rev-0

**POSITION DESCRIPTION: MECHANICAL ENGINEERING INTERN**

1. This document sets forth the minimum requirements for assignment to the position of Mechanical Engineering Intern. No information in this form restricts management's ability to assign or re-assign job titles at any time to meet the best needs of the company. Inability to perform to the general level of competence described in the position may result in a reassessment of the assigned title and pay.
2. FLSA Classification: Non-Exempt
3. Minimum Education: None, but expected to be enrolled in BS Mechanical Engineering or related degree program.
4. Certifications: None.
5. Minimum Experience: None
6. Summary: Generally responsible for performing routine engineering, calculations and designs using theoretical knowledge and practical design methods. This level will assist in the design of larger and more complex mechanical engineering assignments. Would be given day to day direction by experienced engineers.
7. Requirements, responsibilities and duties generally include:
  - a. General knowledge of AutoCAD and design and drafting standards.
  - b. Good verbal and written communication. Proficient in Microsoft Outlook, Word and Excel.
  - c. Self starter, able to budget your time and meet deadlines.
  - d. Provide on-site assistance during startups, shut downs or construction and handle field engineering questions with good judgment.
  - e. Assist with engineering calculations, construction specifications and scopes of work, material specifications and estimates.
  - f. Develop conceptual layouts and cost studies to provide efficient design directions.
  - g. Ability to produce estimate level preliminary designs and material take-offs suitable for the level of the estimate being performed on a project.
  - h. Able to produce detail design calculations and sketches. Calculations and sketches produced will be neatly prepared and organized for efficient checking and use by others.



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- i. Consult with lead engineer and other discipline leads to ensure information is shared in a timely fashion and maintain project schedule.
  - j. Review and check vendor drawings and other discipline drawings for mechanical acceptability.
  - k. Assist with flexibility and stress analysis of piping systems.
  - l. Assist in selecting piping specialty items.
  - m. Other duties as assigned by management.
  - n. Assist with field measurements, notes and system walk-downs.
8. Physical Requirements:
- a. Able to sit, stand or walk for extended periods of time.
  - b. Able to climb ladders or perform duties utilizing a safety harness.
  - c. Able to perform duties within confined spaces.
  - d. Able to perform duties while wearing personal protective equipment such as a fire-retardant jumpsuit, safety glasses, ear plugs and hard hat.
  - e. Able to lift and carry in excess of 25 lbs.

A handwritten signature in black ink that reads "William B. Arthur". The signature is fluid and cursive.

**William B. Arthur, PE**  
President  
ARTHUR ENGINEERING, LLC