

Vision-Ease Lens Job Description

Job Title: Mechanical Engineer Intern
Reports To: M. McNally
FLSA Status: Non-Exempt
Grade: 5
Department: Engineering
Division: Operations
Location: Ramsey
Prepared By: M. McNally
Prepared Date: January 25, 2019

Summary:

The Mechanical Engineer Intern will have responsibilities that include researching, planning, designing, installing, maintaining, and improving all equipment, structures, and processes within the manufacturing facility. In addition, this position will have responsibilities with Green and Sustainable projects, Capital projects and participate in Continuous Improvement initiatives throughout the facility.

Essential Duties and Responsibilities include the following:

- Apply knowledge and guidance of Mechanical Engineering principles to researching, designing, modeling, constructing, installing, testing, evaluating, operating, and maintaining mechanical equipment, components, control systems, and processes to ensure design and application requirements are met.
- Research and analyze data such as equipment design proposal, specifications, and manuals to determine feasibility of design or application.
- Design equipment or systems such as instruments, controls, robots, machines (mechanical and hydraulic).
- Determine root causes of manufacturing or facility quality or reliability failures, using statistical methods and analysis. Recommend changes in designs, tolerances, or processing methods.
- Provide technical, developmental, and vendor analysis in support of engineering initiatives.
- Measure and improve utilization and efficiencies of manufacturing and automated processes. Identify opportunities for improvement in quality, cost or efficiency through utilization of automated equipment.
- Provide assistance with documentation and testing activities to ensure compliance with specifications, codes, customer requirements and safety standards. Ensure adherence to safety rules and practices.
- Communicate company policy to vendors and take action to ensure conformance.
- Assist in preparing project budgets and capital expense approval documents in support of automation efforts.
- Identify and implement new manufacturing technologies, processes, or equipment.
- Other duties may be assigned.

Qualifications:

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.

Education/Experience:

- Pursuing a degree in Mechanical Engineering or equivalent

Demonstrated ability to:

- Perform technical assignments using Mechanical Engineering practices and principles.
- Assist in design and implementation methods and processes that support quality and quantity goals and objectives.
- Assist in the preparation/design concept drawings and develop cost estimates.
- Communicate in team oriented, interpersonal, professional and technical environments.

Language Ability:

- Read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Write routine reports and correspondence.
- Speak effectively before groups of customers or employees of organization.

Reason Ability:

- Solve practical problems and deal with a variety of variables and situations.
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills:

- Proficient with SolidWorks (parts, assemblies, drawings, and simulation) or AutoCAD.
- MS Word, MS Excel, MS PowerPoint, MS Project, Outlook.

Certificates and Licenses:

- No certifications needed
- Six Sigma training is beneficial

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- This position requires equal amounts of work in an office and manufacturing setting.
- Employee will be exposed to moving mechanical parts.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Required to walk, use hands and fingers, handle or feel; reach with hands and arms and stoop, kneel, crouch or crawl.
- Regularly required to lift up to 10lbs, occasionally required to lift up to 40lbs.
- Vision requirements include: close vision, distance vision, peripheral vision and depth perception.
- May be required to perform work at a computer for long durations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.