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# Example of Engineering Trainee Job Description

Our innovative and growing company is hiring for an engineering trainee. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for engineering trainee

* Trainee is responsible for operation of all heating, ventilating, air conditioning, plumbing, electrical, refrigeration, life safety, and swimming pool equipment within his/her work location and maintenance of said areas in order to prevent premature failure
* Under direction, the Trainee supervises and performs routine repairs in client owned or leased facilities and property
* Set and get approval for annual preventative maintenance plan for responsible facilities
* Develop an annual facilities maintenance plan with the Operations Manager
* Create new parts for Aurora customer with new MPF
* Create new BOMs for Aurora customer
* Do BOM comparison
* Raise DCR for ECO raise
* Part verification especially issue from MPN or rev
* Create PR ticket for ECO change

## Qualifications for engineering trainee

* Longer working hours, shift work, weekend work and occasional Holidays may be required
* Developing decision making tool to help sales people to grow the client base on this activity
* Extending this analysis and tools to potential new areas of the business
* From time to time the intern may need to help in the development of automated tools
* Thorough knowledge of the Chicago Public Schools’ rules and regulations
* Communicate effectively with educational and food service staff and the school community