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# Example of Engineering Trainee Job Description

Our company is growing rapidly and is looking to fill the role of engineering trainee. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for engineering trainee

* Ensure compliance with BNSF’s employment policies, safety rules, scheduled agreements and Association of American Railroads (AAR)/Federal Railroad Administration (FRA) regulations
* Conduct operational testing to support safety action plans
* Orientation into safety certification, warranty procedures, Best Way, Condition Based Maintenance, Bad Actor Program, Contract Maintenance and Foreign Billing, Audit Procedures and railroad computer applications
* Technical Training both in the field and at the Technical Training Center (TCC) in Overland Park, KS
* Develop railroad knowledge to understand operations focused on engineering department, including interacting with other operations departments
* Work with Engineering and Product Development to create assembly documents using AutoCAD and Inventor
* Prepare reports to provide information and data in answer to external requests or for historical purposes
* Conduct intracoronary imaging tests on fixed swine hearts
* Prepares as required and on receipt of authorization, detailed documentation of the proposal, such as equipment specifications, engineering calculations, installation, testing, operating and maintenance procedures and the like
* Maintains and/or updates operating and other specified department/divisional/section procedures

## Qualifications for engineering trainee

* Good understanding of semiconductor electronics
* Able to work independently possess collaborative behavior when working with team members, or even cross-functional teams
* Good communication skills, both writing and spoken, in English
* Knowledge in MS Office tools, such as Word, Excel, and PowerPoint
* Previous supervisory experience in heavy industry (transportation, logistics, supply chain management, military, airlines, mining, manufacturing, ) is an asset
* Completion of post-secondary education is preferred – not mandatory