



Example of Engineering Intern Job Description

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Our company is growing rapidly and is looking for an engineering intern. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for engineering intern

- Prepare documentation and procedures as needed to ensure regulatory compliance
- Gain and apply knowledge of all applicable DOT/PHMSA/MPSC regulations and, to a lesser degree, all EPA, Corps of Engineers, and OSHA regulations as they impact Operations projects
- Secure permits and complete required regulatory submittals as needed for Laclede Gas Company to conduct its operations
- Provide project management support to include research, design, scheduling, and construction oversight, including preparing contracts and bid proposals
- Assist with audits of the Company's practices, procedures, and facilities to ensure compliance with applicable regulations and Company Standards
- Prepare departmental reports and administrative paperwork including filing, copying, and other clerical work
- Maintain central file system for all Engineering and Field Services activities as required by regulations
- Research, analyze, and develop responses to customer and public inquiries, requests, and complaints
- Learn and develop knowledge in the area of control valves and pressure limiting equipment
- Review technical periodicals for information applicable to Company operations

Qualifications for engineering intern

- Knowledge of composite materials such as fiberglass and graphite fibers, various resin systems
- Understanding of simple software/hardware troubleshooting
- Familiar with detailed end user documentation and structure
- Experience with detailed documentation review and content understanding