



Example of Intern Engineering Job Description

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Our company is growing rapidly and is looking for an intern engineering. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for intern engineering

- Prepare monthly status reports and update project schedules
- Handle calls and correspondence from Construction and Maintenance foremen, general foremen, civic inspectors, SAID, the Marketing Department, and other Laclede departments regarding the status of jobs and projects
- Handle calls and correspondence from outside the company (municipalities, engineering firms, developers) to process the needed information to coordinate Laclede's facilities with proposed relocations, reinforcements, improvements, and development
- Investigate reported problems regarding Company facilities and coordinate repairs with the appropriate department
- Review the status of assigned projects for periodic meetings, coordinating required actions with appropriate Operations personnel
- Work activities include collection and interpretation of field data, contacting regulatory agencies, and completing field reports
- Support Tampa office and project managers with execution of work
- Conducting site assessments with senior scientist or geologist
- Assist with field sampling (groundwater and soil)
- Assist with the creation and maintenance of project filing systems for project documents in accordance with contract requirements

Qualifications for intern engineering

- College student pursuing a Bachelor or Master's degree in Mechanical or

- Junior or Senior class standing at a college or university and working towards a Bachelor's degree in Engineering in Mechanical, Processing Engineering or related
- Basic knowledge of statistical analysis methods
- The position requires availability to work evenings, weekends and holidays when necessary
- Currently pursuing a BS in Computer Science or equivalent