



## ORLANDO PRODUCTS INC

PROTECTING YOUR PRODUCTS, AROUND THE WORLD AND BACK

Title: Engineering/ Development Intern

### JOB SUMMARY

Under the direction of the Design/Engineering Lead, the incumbent will assist in the planning, execution and documentation of projects related to the development of new products for the Orlando Products. In addition, the incumbent will assist with existing product management including quality measurements on Orlando Products' products, the preparation of prototypes or samples, tests incoming materials for acceptance, and prepares reports on tests conducted. In addition the incumbent will assist with any other technical service related tasks.

### DUTIES (Examples)

1. Develop and design plans for prototyping in engineering drawing data base.
2. Develop and execute plans to track Engineering changes to existing production set up sheets.
3. Performs standard Fair report and testing of customer products.
4. Performs First Article inspection for all prototypes.
5. Performs on-going in process quality checks.
6. Performs product testing for the Engineering Department.
7. Measures various items using calipers or other gages and tools furnished.
8. Fabricates prototypes for customers.
9. Prepares & ships various sample orders.
10. Assists in the inspection of customer returns.
11. Writes and/or inputs accurate and complete reports on all tests.
12. Complies with all company and safety policies and works safely at all times.

### ACCOUNTABILITY

Performs tests following established safety procedures, records the results, and reports data in a clear concise manner.

## QUALIFICATIONS

1. **Must** have a minimum of a High School Diploma or GED, with a strong chemical or math background working toward a Bachelor's degree in a Science/ Engineering/Business Management or related field from an accredited university.
2. **Must** be able to work occasional overtime with minimal notice
3. Must be computer literate with strong skills in AutoCad, **EXCEL** and **WORD**.
4. Must have above average verbal and writing skills.
5. Must have strong analytical skills.
6. Must have good mechanical ability.
7. Must have a good attendance record, safety record and safety attitude.
8. Must have proficiency in reading and math skills to satisfy requirements of the position.
9. Must have agility of the wrists, arms and hands.
10. Must be able to stoop, squat and bend as well as push, pull and lift objects and/or equipment of various weight size and design weighing 50 pounds or less.
11. Must have good eyesight for close inspection work.
12. Must be able to walk through plant and department several times a day.
13. Should have a desire to maintain a clean and orderly work setting.
14. Should have an ability to adjust to quickly changing job priorities.