



## JOB DESCRIPTION

|                                     |               |
|-------------------------------------|---------------|
| Job Title and Number: Energy Intern |               |
| Reports to: Maintenance Manager     | \$10 per hour |
| Status: Non-Exempt                  |               |
| Approved: September 21, 2009        |               |

**Equipment Used:** Industrial hand and power tools; Pallet Jack, Forklift

**Job Summary:** Reduce energy use and costs by completing “energy focused” responsibilities in a manner that meets company standards for safety, quality and efficiency.

**Job Responsibilities:**

1. Performs routine “energy focused” maintenance tasks and assigned projects.
  - a. Roof top unites - Clean evaporator and condenser, check belt tension and wear and listen for noise and vibrations.
  - b. Chillers – Clean condenser and surrounding area; listen for noise and vibration.
  - c. Make-up air – Replace filters; listen for noise and vibration.
  - d. Fluid Cooler – Clean heat exchanger.
  - e. Air Handling – Replace filters; listen for noise and vibration.
  - f. Overhead Doors – Check for gaps and adjust or replace as necessary.
  
2. Safe Workplace
  - Maintains a clean, neat and orderly work area.
  - Conducts responsibilities in compliance with Inland safety policy.
  
3. Efficient Workplace
  - Performs responsibilities with proper tools, as scheduled and in a timely manner.

**Competencies:**

- Education
- Knowledge
- Computer Literate
- Independent
- Teampayer
- Time Management
  
- Safety
- Accountability
- Job Knowledge
- Use of job related tools
  
- Time Management
- Job Knowledge
- Independent
- Teampayer

**Prerequisites:** High school diploma or general education degree required; Associate degree, enrolled or completed courses in Electromechanical Technology or Electrical Systems Installation and Maintenance Programs; Valid driver license and excellent driving record.

**Physical Requirements:** Walk, bend, stoop, push, pull and stand; lift 50# to waist; 40# to shoulder; push/pull force to 125#; forceful grasp greater than 50#; ability to climb stairs/ladders; 20/40 vision.