



JOB DESCRIPTION

Job Title: Energy Intern

EEOC # and Classification: 80110, Laborers and Helpers

Reports to: Maintenance Manager

Status: Non-Exempt

Approved: September 21, 2009

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

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: Must meet physical demands identified on work screen protocol; Vision corrected to 20/40; must have the ability to work in proximity of EMI fields and static discharge.