Job Description for Summer Internship

The purpose of the OCS summer internship program is to provide exposure to the many aspects of engineering in the Building / Energy Management and HVAC Controls industry, provide real world experience that you can apply in the classroom in your future studies, contribute in a positive manner to OCS’s growth as an organization, and to hopefully develop a long-term relationship for a future career.

Education and Experience:
- Minimum 1 year of college and current college enrollment in an electrical or mechanical engineering program (or HVAC related field).
- Valid driver’s license and evidence of insurability.

Wages and Tools:
- Hourly Wage – TBD (Based on Grade Level and Experience).
- Laptop computer – provided by OCS during time of employment.
- Tools – provided by OCS during time of employment.
- Personal Protective Equipment (Safety) – provided by OCS during time of employment.

Engineering:
- Custom hardware design for simple HVAC control systems.
- Design of Graphical User Interface for HVAC control systems.
- Configurable software programming for HVAC control systems.
- Generate project submittals and IOM manuals.
- Assist with the development of templates for engineering tools.

Installation:
- Responsible for the loading, device verification, and commissioning of system controllers as required.
- Complete and maintain project commissioning documentation (check out and commissioning sheets) and as-built documentation.
- Exhibits exemplary safe working behaviors.

Training:
- Provides for coaching, mentoring and technical assistance to interns.

Knowledge:
- Requires critical thinking skills, self-motivation, decisive judgment and the ability to work with minimal supervision.
- Mechanical and / or electrical aptitude, excellent problem solving skills, critical thinking skills and decisive judgment skills are a must.

Physical Demands:
- This is a physical / construction / hands on type of position. It may require but not limited to standing, walking, bending, kneeling, stooping, crouching, and crawling. This position may also require being up on ladders and lifting.

Hours of Work and Travel:
- Full Time, 40 Hours / week. Overtime is a possibility but does have to be preapproved. Daily travel to job sites, generally in the state of Indiana (but not limited to).