



High School Summer Internship

NAME: Erica Bendolph Talent Acquisition Specialist	DEPARTAGE/ PROCESS Human Resources Job Description
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JOB POSITION: High School Intern

OBJECTIVE: To gain practical experience and contribute to our production processes. Actively participate in tasks related to steel fabrication, quality control, and documentation.

Responsibilities:

- Work alongside experienced technicians and operators to understand the steel manufacturing process. Shared Responsibilities
- Learn safety protocols and adhere to them rigorously.
- Create and maintain accurate documentation related to tool drawings, design concepts, shop orders, and concepts.
- Engage with mentors and learn from their expertise.
- Participate in any other assigned projects by management

Requirements:

- Currently enrolled in high school as a Junior and/or Senior
- Transportation – We have tight Security and drop off is not available
- Interest in Manufacturing, Engineering, IT/Cyber Security, and/or Maintenance
- Demonstrate a strong work ethic, punctuality, and a positive attitude.
- Communicate effectively with team members and supervisors.

Physical Requirements:

- Ability to utilize personal protective equipment (hard hat, safety glasses, steel-toes shoes, goggles, respirator, safety harness, safety line, flotation gear, etc.) safely per OSHA standards.
- Ability to perform physically demanding work including lifting and/or moving up to 50 lbs utilizing proper lifting techniques.
- Must have the ability to climb in a safe manner (climbing as a minimum includes stairs and ramps).
- Bend, twist, lift, stand, walk, reach, see, move, and hear as required by specific position.
- Must be able to work in extreme weather conditions, including rain, extreme heat and cold and near moving parts. Exposure to wet and/or humid conditions, vibrations, dust and asphalt.
- Must be able to work in a high noise environment where the use of hearing protection is required.
- Ability to frequently use hand or fingers to handle or feel objects/materials.



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- Ability to frequently reach with hands and arms.
- Ability to walk long distances and demonstrate good balance on uneven terrain or maneuvering obstacles.
- Ability to safely use power and hand tools.
- Able to work overtime, weekends, and holidays as required.
- Display strong attention to detail by keeping mind on task and eyes on task.

JOB DESCRIPTION INFORMATION	
Post Family	Operations
Locality	Calvert
Country	United States
Job Type	Blue collar
Updated Date	01/23/2025

Section	Review	Date	Remarks
ALL	00	03/08/2024	Written and edited by Erica Bendolph
ALL	01	01/2025	Updated requirements for Juniors and Seniors only and specific departmental interests.