

## Sample High School Intern Positions – Auto and Transportation

### Diesel Mechanic Intern

#### Responsibilities:

- Assist senior technicians in determining vehicle condition by conducting inspections and diagnostic tests.
- Correct vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling, and replacing major assemblies, sub-assemblies, components, parts, or systems.
- Maintain vehicle records by annotating services and repairs.
- Maintain vehicle appearance by cleaning, washing, and painting.
- Keep shop equipment operating by following operating instructions.
- Troubleshoot breakdowns if needed.
- Assist in maintaining diesel equipment operation by completing inspections and preventive maintenance requirements.
- Support containing costs by using warranty and evaluating service and parts options.

#### Qualifications/Requirements:

- Solid technical understanding of diesel equipment operation.
- Basic knowledge of how to use an array of complex computers and diagnostics.
- Basic knowledge and understanding of mathematical concepts.
- Strong hand-eye coordination and attention to detail.
- Dependability and thoroughness.
- Excellent oral and written communication skills.
- Knowledge of DOT inspections and preventative maintenance is a plus.
- Bilingual skills a plus.
- Automotive Service Excellence (ASE) certifications preferred but not required.
- Ability to walk or stand for long periods of time, twist, kneel, push, stoop, climb ladders, as well as lift and carry up to 100 lbs.

### Bus Mechanic Intern

#### Responsibilities:

- Under supervision, perform inspection, diagnosis and repair of electrical, hydraulic, suspension, brake and air systems on buses and equipment.
- Under supervision, perform repairs and assigned preventive maintenance services.
- Learn and utilize vehicle computer electronics systems to interpret failure modes to initiate or assign repairs.
- Conduct safety checks on buses, including but not limited to HVAC electrical and engine controls.
- Assist senior technicians in completing project work.
- Maintain a clean and safe work area in compliance with Corporate/OSHA standards and perform all work in accordance with established safety procedures.

### **Qualifications/Requirements:**

- Solid technical understanding of bus inspection and diagnosis.
- Basic knowledge of how to use an array of complex computer electronics systems.
- Strong hand-eye coordination and attention to detail.
- Good judgement and decision-making skills.
- Excellent oral and written communication skills.
- Familiarity with OSHA safety rules/regulations.
- Automotive Service Excellence (ASE) certifications preferred but not required.
- Ability to walk or stand for long periods of time, twist, kneel, push, stoop, climb ladders, as well as lift and carry up to 100 lbs.

### **Auto Mechanic Intern**

#### **Responsibilities:**

- Examine vehicles to determine extent of damage and malfunctions.
- Under supervision, repair, reline, replace, and adjust brakes.
- Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups.
- Under supervision, tear down, repair, and rebuild faulty assemblies such as power systems, steering systems, and linkages.
- Repair or replace parts such as pistons, rods, gears, valves, and bearings.
- Rewire ignition systems, and lights.
- Repair or replace shock absorbers.
- Replace and adjust headlights.
- Follow checklist to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas.
- Assist in testing and adjusting repaired systems to meet manufacturers' performance.
- Disassemble units and inspect parts for wear, using micrometers, calipers, and gauges.
- Maintain cleanliness of work area.

### **Qualifications/Requirements:**

- Some experience with mechanical automotive, including domestic and foreign cars, vans, and trucks.
- Basic computer skills to enter work performed.
- Basic knowledge and understanding of mathematical concepts.
- Ability to read electrical diagrams for electrical diagnostic.
- Strong hand-eye coordination and attention to detail.
- Excellent oral and written communication skills.
- Familiarity with OSHA safety rules/regulations.
- Automotive Service Excellence (ASE) certifications preferred but not required.
- Ability to walk or stand for long periods of time, twist, kneel, push, stoop, climb ladders, as well as lift and carry up to 100 lbs.

## Logistics/Supply Chain Intern

### Responsibilities:

- File orders, purchase orders, invoices, and all other supply chain documents.
- Data entry work order and new item information into computer system.
- Upload daily sales to accounting system.
- Enter purchase orders into accounting system.
- Assist with monthly replenishment orders for retail stores and wholesale customers.
- Maintain and update customer and product database.
- Document and keep track of customer quality claims.
- Maintain a well-organized and clearly-labeled physical inventory of component parts and materials.
- Under instruction, receive and stock component parts with appropriate protection.

### Qualifications/Requirements:

- Strong organizational skills and ability to multitask.
- Strong communication and problem-solving skills, able to work under deadlines and coordinate with different departments.
- Excellent customer service skills.
- Able to work independently as well as part of a team.
- Bilingual skills a plus.
- Basic to intermediate knowledge of Microsoft Excel.
- Good numerical and computer literacy skills.
- Excellent attention to detail, able to maintain high level data entry accuracy.

Adapted from material created by the NYC Labor Market Information Service, CUNY Graduate Center.