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|--------------------|-----------------------------|-------------------------|----------------------|
| <b>Job Title:</b>  | Safety/Environmental Intern | <b>Reports to:</b>      | Safety Manager       |
| <b>Department:</b> | HR/Safety                   | <b>Travel Required:</b> | 50% Shawano & Marion |
| <b>Location:</b>   | Marion, WI                  | <b>Classification:</b>  | Non-Exempt           |
| <b>Status:</b>     | Seasonal                    | <b>Revised:</b>         | 11/02/2022           |

**GENERAL SUMMARY:**

Marion Body Works (MBW) offers summer internships to qualified students who are looking to gain hands on professional experience in their field of study in a manufacturing environment. Internships at MBW are designed to help build your professional credentials by providing meaningful, practical, on-the-job training and experiences, while also igniting your imagination. Opportunities exist throughout our company and are available to students who are motivated to learn and grow. You will get a chance to contribute your best ideas and work in an environment that inspires innovative results. Students in our internship program provide tremendous value to our organization through the introduction of innovative and fresh ideas and being part of a culture that dares to be great.

Interns will have hands on, value-add responsibilities in their specific department. In addition, each intern will have a department-specific project they will work on over the course of their internship. Projects selection will occur in the first weeks of the internship with input from the intern’s manager. At the culmination of the program, each intern will have the opportunity to present their project to the MBW Leadership team and their manager. The program will include exposure to the entire organization so that interns leave with an understanding of how the entire organization operates and how various departments interact with each other.

**ESSENTIAL JOB FUNCTIONS:**

As an Environmental Health & Safety Intern, you will: Gain knowledge and understanding of the business through hands on activities, coaching, and projects. A few learning opportunities include:

- Conducting Personal Protective Equipment (PPE) Assessments, authoring job hazard analysis, and ensure compliance of respiratory/fall protection
- Facilitating Environmental Health and Safety (EHS) orientations for new and existing employees, ensuring training(s) are current
- Performing weekly EHS reporting and injury follow-ups
- Assist with routine compliance inspections
- Leading with a high level of interpersonal tactfulness by verbalizing the needs of complex information such as Lock Out Tag Out (LOTO) profiles
- Supporting and working alongside management on critical projects while fostering a culture of continuous learning as you bring fresh ideas to the table
- Working cross-functionally with strategic partners internally and externally to present data, while compelling a convincing message, encouraging buy in, and tracking the tasks to the plant's accomplishments
- Managing special projects (as needed) throughout the summer; researching and presenting findings verbally and written in an aesthetically appealing way
- Conducting Safety Audits



**SECONDARY JOB FUNCTIONS:**

- Maintains visibility and accessibility to all employees
- Works alongside Safety Manager
- Maintains excellent attendance
- ALWAYS maintains a professional and friendly demeanor
- Engaging others through strong communication and leadership skills

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Solid interpersonal, verbal and written communication skills
- Solid to advanced level computer skills, including experience using Microsoft Word, Excel, and Powerpoint
- Ability to efficiently multitask in a highly detailed and organized “team oriented” environment
- Ability to maintain exceptional confidentiality and security of all Marion Body Works, Inc. related information
- Problem solving – the individual can identify and resolve problems in a timely manner and gathers and analyzes information skillfully
- Ability to “walk-the-floor” during all shifts

**EDUCATION AND EXPERIENCE:**

- Applicant must be enrolled in an accredited university pursuing a degree in the same or related field of study to the internship for which they are applying
- Candidate may be earning college credit for the internship, but is not required to be

Noise typical for the work environment of this job  
 Low Noise (Examples: normal office conditions)

**PROTECTIVE CLOTHING/EQUIPMENT REQUIRED:**

When on Shop Floor: Requires Safety Glasses, Hearing Protection and Safety shoes, \_\_\_\_\_

**VISION REQUIREMENTS:**

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus)



**PHYSICAL DEMANDS:**

|                                      | Amount of Time |                        |                        |              |
|--------------------------------------|----------------|------------------------|------------------------|--------------|
|                                      | None           | Up to 1/3              | 1/3 to 2/3             | 2/3 and more |
| Stand                                |                |                        | x                      |              |
| Walk                                 |                |                        | x                      |              |
| Sit                                  |                | x                      |                        |              |
| Talk or hear                         |                |                        |                        | x            |
| Use hands to finger, handle or touch |                |                        |                        | x            |
| Climb or balance                     |                | x                      |                        |              |
| Stoop, kneel, crouch or crawl        |                | x                      |                        |              |
| Reach above shoulders                |                | x                      |                        |              |
| Lifting                              | Amount of Time |                        |                        |              |
|                                      | Up to 15%      | Over 15% and up to 40% | Over 40% and up to 70% | Over 70%     |
| Up to 1 pound                        |                | x                      |                        |              |
| Over 1 pound up to 5 pounds          |                | x                      |                        |              |
| Over 5 pounds up to 25 pounds        |                | x                      |                        |              |
| Over 25 pounds up to 60 pounds       | x              | x                      |                        |              |
| More than 60 pounds                  |                |                        |                        |              |



**TOOLS/EQUIPMENT/ USED:**

|                               | Amount of Time |            |             |
|-------------------------------|----------------|------------|-------------|
|                               | Up to 1/3      | 1/3 to 2/3 | 2/3 or more |
| Computer, I-Pad,              |                |            | x           |
| Telephone, Cellphone, headset |                | x          |             |
| Copy Machine                  | x              |            |             |
| Stairs                        | x              |            |             |
| Fax Machine                   | x              |            |             |

**WORK ENVIRONMENT:**

|                                     | Amount of Time |           |            |              |
|-------------------------------------|----------------|-----------|------------|--------------|
|                                     | None           | Up to 1/3 | 1/3 to 2/3 | 2/3 and more |
| Wet, humid conditions (non-weather) |                | x         |            |              |
| Work near moving mechanical parts   |                |           | x          |              |
| Work in high, precarious places     |                | x         |            |              |
| Fumes or airborne particles         |                |           | x          |              |
| Toxic or caustic chemicals          | x              |           |            |              |
| Outdoor weather conditions          |                |           | x          |              |
| Travel on company business          |                | x         |            |              |

**GENERAL NOTICE:**

The statements contained in this job description describe the general nature and level of work being performed by the employee in this position. This job description does not state or imply that these are the only accountabilities and responsibilities assigned to this job. The employee holding this job will be required to perform any other job-related duties as requested by management. All job requirements are subject to possible modification to reasonably accommodate individuals with a disability.



## Living our Culture

**MBW defines its culture with these six core values**

### ABOUT US:

Marion Body is an independent, family owned and operated manufacturer located in Marion, Wisconsin where the company was founded in 1905 and has been in continuous operation ever since. All our products share the same niche know-how: manufacturing specialized truck bodies that are cost competitive and stand up under the rigors of over-the-road duty. We believe every one of our customers deserves the best quality vehicle available to them. We encourage our employees to continuously improve and leverage their God-given talents, passions and abilities to do what the customer wants by manufacturing “World Class” vehicles. We have a loyal family culture and are in pursuit of creative, high-energy, engaged people who will join our family and make good on this promise.

### **A TRADITION OF QUALITY!**

### WHY CONSIDER US:

Sick of working for a company that you just don't believe in?

Are you looking to work with co-workers that want to work together to get the job done?

Looking for a way to utilize your passion and talents to impact the lives of firefighters, military & the truck workforce?

### IMAGINE THIS:

- Being rewarded by creating awesome vehicles that help save lives all over the country
- Unlimited opportunity to make a significant impact within our organization
- A culture of people who look for ways to say YES instead of no!
- A rapidly growing, family-owned company that is willing to invest in you & your growth

### OUR IDEAL TEAM PLAYER:

- You drive yourself harder than anyone else could or ever would
- You are the player that when things look bleak, you'll ask “Put me in coach, I'll get it done”
- You are the player that can and will exceed expectations
- Your work ethic is proven and you want to go that extra mile.

### ROLE AND BEHAVIORAL DESCRIPTIONS:

- We do what we commit to – we are responsible and accountable
- We are proactive in talking about and remedying problems and mistakes. We take responsibility for our mistakes. We figure out what happened, then we can find the “why” and prevent it in the future. We do not dwell on mistakes – it is only important that we learn from them and move forward.
- Work smarter harder not longer. We need to be both efficient and effective in all that we do.



- We continually look for ways to improve. We look for new ways, test them, and incorporate the ones that improve what we do. If “It’s always been done that way”, it will no longer.
- We value the role and contributions of every one of us and show that in how we treat each other. This means assuming positive intent at all times. Eliminate finger-pointing and to be part of the solution. We will perform at a significantly higher level when we operate as a team, using the best contributions of each of us.
- Contributing in objectively measurable ways to the success of all others in the organization.
- Putting my fellow leaders in the position of being the highest performing executives in the industry.

#### SUCCESS FACTOR SNAPSHOT:

- First 60 days – Familiar enough with company and processes to recognize when something doesn’t look right.
- Ongoing:
  - Cultivate relationships within the company to better understand the business
  - Periodically review process
  - Gladly and willingly take the initiative to provide top customer service to all
  - Accuracy in all that you do

#### OTHER

- Must have ability to multi-task and shift on the fly
- Candidates that reference “A TRADITION OF QUALITY” will be preferred candidates