

**Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Internship Position Description Form**

Date: February 21, 2018
Program Name: Massachusetts Environmental Police – Boat Mechanic / Marine Engineer Intern
Location: 30 Shipyard Drive, Hingham, MA 02043

EEA INTERNSHIP POSITIONS ARE UNPAID

Description of EOEEA Project:

Internship opportunity is from March 31st through August 31st located at our Hingham boat maintenance facility at 30 Shipyard Drive, Hingham, MA. This will be an interesting and rewarding experience for the selected applicant as it will provide the opportunity to work with outboard boat engines, various vessels types, jet skis, complicated marine equipment, etc. He/she will also learn how a maintenance “shop” is run. This internship opportunity requires 12-15 hours per week working a 3 day flexible schedule. This internship is projected to run through the 2nd/3rd week in August.

Description of Internship Duties:

Help maintain various marine equipment and vessels owned by the Massachusetts Environmental Police either by personally (hands-on) conducting the maintenance or scheduling work to be done by qualified/certified contracted vendors.

Assist in repairs related to marine equipment and vessels as directed by his/her supervisor by inspecting, rebuilding, or replacing any or all parts as needed.

Maintain records and assist in inventory as needed.

Assist in vessel transport across the Commonwealth with supervisor.

Observe inspections and/or trouble-shooting of various watercrafts (ie patrol boats and jet skis) and engines.

Assist in drafting reports and/or documents for various tasks..

Description of Knowledge and Skills required:

Knowledge of local and coastal waterways, familiar with local weather conditions, rules of the road with regards to vessel operations. Basic knowledge of marine equipment and electronics. Ability to diagnose mechanical defects or minor issues. Knowledge of practices and techniques on marine motor repair and maintenance. Basic knowledge of operating hand held electronic repair equipment and tools. Basic knowledge of standard methodology and techniques for storage of hazardous materials. Should be able to operate machinery. Should be able to follow directions and have proper/good time management skills. A valid Massachusetts driver's license is required.

As an intern supervisor how will you add value to the EOEEA Internship program?:

We will guide intern through “real life” work experiences and explain why work is being managed or processed a certain way. Intern will learn what the requirements are (what it takes) to become a marine mechanic and shop supervisor.

Other relevant information:

The Massachusetts Environmental Police boat maintenance facility located in Hingham is the life blood for all vessels, boat engines and marine equipment owned and used by the agency. It is an integral and critical part of marine operations that helps ensure the safety and security for the boating community, commercial entities and private citizens of the Commonwealth.