



Summer 2022 Engineering Internship

JOB DESCRIPTION

Company Summary:

Wyoming Sugar Company is a Wyoming Processing Cooperative owned by growers from Washakie, Big Horn, and Fremont Counties. We are a single factory facility located in Worland, Wyoming that has processed sugarbeets for the Southern Big Horn Basin and Fremont County for over 100 years.

Primary Functions and Responsibilities:

- Review existing standard operating procedures (SOPs) and develop new SOPs
- Edit, clarify, and proofread documents
- Gather information, interview process employees, and conduct research
- Identify content gaps and propose ways to solve them based on the process or data
- Plan and write support content that is easy to find, use, and understand
- Create and implement an electronic filing system for SOP management
- Manage aspects of the SOP document control and approval system and processes
- Support the communication and training of SOPs to operational teams
- Contribute to the ongoing evolution of process documentation design and implementation
- Responsible for review and writing of procedures and policies, maintaining a library of documentation, analyzing documents to maintain continuity of style and content
- Create summaries of improvement opportunities for the organization
- Outline and draft new technical training documents and operational procedures as required
- Organize data related to key performance indicators (KPIs). Investigate events above/below associated targets for review
- Utilize Solid Works software to accurately document existing process vessels, pipelines, and control devices to be used to plan future and ongoing upgrades to the facility

Skills and Education:

- Good organizational skills
- General SOP knowledge
- Proficient with current technology and experience with Excel and similar programs.

Physical Demands:

- Driving, walking, bending, climbing, lifting, pulling, standing for duration of time may be required