



Position Title: Configuration Management Lead
Department: Sustainment Engineering
Reports To: Director of Sustainment Engineering
FLSA Status: Exempt
Prepared Date: 1/13/2020
Approved Date: 1/13/2020

SUMMARY

Miltope manufactures rugged computers and computer devices. We have multiple offices located primarily in the United States. We encourage a healthy work life balance with our PTO programs and 9/80 work week. In addition we have excellent benefits such as tiered health plans through BCBS, 401k and various insurances that are employer paid.

The Configuration Management Lead is functionally responsible for configuration management and version control of products, product documents, ISO processes, work instructions, contract documents / Non-Disclosure agreements, hardware & software design files and design environment settings. In addition, performing oversight and tracking of change requests, change notices and facilitating change control board (CCB) activities to achieve the versioning control. This role also provides review and feedback for compliance to configuration management requirements, ISO & AS9100 standards, customer contract requirements, and related specifications regarding configuration management goals.

ESSENTIAL FUNCTIONS *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

Review change requests and change notices to ensure consistency with process / work instruction compliance requirements and oversee the related version control for completeness of submitted artifacts, consistency of version history, tracking of changes in process and facilitation of change control board (CCB).

Participation in project development reviews, project planning meetings to ensure process artifacts are being generated and archived in compliance to design and configuration management processes.

Provide version control and maintain records (whether physical or electronic) for a variety of business items as required by procedures, processes and work instructions to include:

- Products: BOM's, assemblies, assembly documents, source control documents, design documents, design source, design environment settings, design process artifacts, design requirements, manuals, specification sheets, test plans, test reports, test procedures, Configuration Status Lists (CSL's), Operations work instructions, etc.
- ISO 9001 / AS9100: Processes, Procedures, Work Instructions, standard templates, etc.
- Contracts: Non-Disclosure agreements, Contracts & contract deliverable documents, customer change approval records, etc.

Track efficiency of the change process and report metrics associated with the change process.

Provide support to project teams in configuring and base-lining project items.

Ensure document distribution to all functional groups within the Company.

Review of engineering changes to determine impact on hardware / software and configuration records.

Using configuration records, generate and maintain Configuration Status Lists (CSL's).

Coordinate the preparation and / or delivery of engineering / configuration data to customers or suppliers when required.

Control and maintain the ERP database information as it relates to item setup and BOM's.

Perform other duties as assigned.

Supervisory Responsibilities: No

BASIC QUALIFICATIONS *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

Required Education & Experience:

- Associates Degree in a technical field
- 5 years of experience in a Configuration Management role within a Mil / Aero company

Required Knowledge, Skills, & Abilities:

- Must possess superior communication skills and be capable of communicating technical information to engineering, operations, procurement and quality assurance groups with an understanding of what information each group requires.
- Experience working within AS9100 and ISO9001 industry standards.
- Proficient in Microsoft Office applications.
- Proficient with Adobe PDF editing and PDF generation applications.
- Ability to read mechanical drawings and schematics.
- Detail oriented.
- Experience with ERP and CM or PLM applications.
- No travel restrictions.

Preferred Education & Experience:

- 6+ years of experience in a Configuration Management role within a Mil / Aero company that designs and manufactures products.
- Experience in a Configuration Management role within a company that is certified to ISO9001 and / or AS9100.
- Experience with Microsoft Dynamics AX 2012 ERP system.
- Experience with Oracle Agile or similar PLM application.
- Experience with Adobe FrameMaker.
- Ability to create templates in Microsoft Word and / or Adobe applications.
- Ability to write reports, technical correspondence, and test procedures.
- 3+ years Internal Auditing experience.
- Bachelor's degree in a technical field.
- Strong Decision making and Problem Solving Skills
- Ability to professionally interface with all levels of the organization

Physical Demands and Work Environment:

- The noise level in the work environment is usually moderate.
- The incumbent may be required to sit, walk and stand for long periods of time.