

Configuration Associate: Configuration Associate III

Reviews engineering documentation, reports, specifications and drawings to determine documentation and material requirements, ensure compliance with engineering specifications, and to ensure engineering orders reflect latest requirements. Analyzes proposed changes in product design to determine effect on documents such as drawings, test specifications, and manuals; ensures all documents have required approvals. Compiles release packages ensuring all documentation is present. Notifies appropriate departments of any new or updated data. Maintains audit trails. Researches and resolves inconsistencies with design, production, material or program office.

Knowledge

Considerable knowledge of the job. Complete acquaintance with and understanding of the general and detailed aspects of the job, and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

Contacts

Contacts are frequent with individuals representing other departments, and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or that may be of sensitive nature.

Minimum Education and Experience

4+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Advanced MS Word, PowerPoint and Excel Skills.