



JOB TITLE: Document Control Manager

DEPARTMENT: Operations

REPORTS TO: Director of Quality

SUMMARY:

We are looking for a Document Control Manager to join our dynamic team. As a Document Control Manager, you will be responsible for two main areas: Document Control and Configuration Management; Adherence to QMS Requirements.

This position is based in San Diego, CA.

DUTIES AND RESPONSIBILITIES:

The Document Control/Configuration Control Manager position is responsible for organizing and managing all document-related activities, including:

- Tracking, and revision level control of all new and currently released production, marketing, and Engineering documents.
- Design and management of the document control database, including tracking systems for ECO's and document revision level status.
- Responsible for interfacing with Engineering and Operations to ensure proper document formatting is performed on all new documentation and that all documentation is in place prior to manufacturing release.
- Responsible for analyzing product and Bill Of Materials (BOM) changes of product design to determine the effect on the end product.
- Keeps records to ensure adherence to configuration management procedures and policies.
- Ensures closure of Engineering Change Order based on change tasks, signatory approval, and process requirements.
- Responsible for maintaining PLM Database (Omnify™) administration, maintenance, and training, and security.
- Responsible for monitoring Omnify™ PLM and Intuitive ERP transactions, troubleshooting issues between Omnify™ PLM and Intuitive ERP activities, setup product families in Intuitive ERP.
- Distributes electronic documents/files/ECOs to Contract Manufacturers and other Vendors for Production, Tooling, and Testing.
- Researches new methods of document control and configuration management.

This position is also responsible for updating the document format for procedural documentation that is consistent with ISO9001 and ISO14001 requirements and company standards, such as:

- Collaborate with all departments to determine exactly what processes are in place.
- Working closely with all appropriate department heads and QA to ensure that all processes are currently documented properly.
- Responsible for releasing, updating, and maintaining these documents.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Technical background and experience working with engineers to understand and deal with technical issues is required.
- Excellent knowledge in understanding manufacturing requirements and the effect of Engineering Changes to those processes.
- Preferred demonstrated practical experience in working with both manual and computer-based Document Control processes.
- Proficient in Configuration Management principles and philosophies.
- Experience in Product BOM structures and robust techniques for restructuring for rapid product deployment.
- Experience in Item Master and BOM entries.
- Knowledge of electronic and mechanical components and its functions for properly assigning item I.D.s or part numbers.
- Strong understanding of "make and buy" parts or components.
- Experience implementing and facilitating the installation of, administration, and training for, a Doc Control software package, such as Omnify™, Agile, or Arena PLM Software.
- The job requires someone who will drive open Documentation issues to rapid completion and deployment.
- Bachelor's Degree in Electrical or Mechanical Engineering is preferred.
- Minimum 5 years of experience in the field or in a related area.
- Certification in Configuration management such as CMII, CMPC, or NDIA is preferred.
- Ability to read, analyze and interpret common technical journals.
- Demonstrated ability to respond to common inquiries or complaints from company personnel, regulatory agencies, and/or customers.
- Excellent presentation skills.
- Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Cost Consciousness** - Looks for cost savings opportunities; Conserves organizational resources.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

- **Design** - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- **Initiative** - Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. The employee must occasionally crouch, stoop, or reach. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Name

Manager Name

Employee Signature

Manager Signature

Date Signed

Date Signed