



CONFIGURATION / CHANGE MANAGEMENT MANAGER

REPORTS TO: Systems Engineering Manager

SUMMARY:

- Develops, maintains and enforces Configuration Management and Change Management plans, policies, directives and procedures ensuring product configuration integrity are met for engineering documents and product hardware through all product lifecycle phases.
- Works closely with customer configuration control management team ensuring company policies and procedures satisfy program configuration requirements. Accountable for successful customer configuration audits.
- Manages Change requests with customers ensuring product configuration is maintained and appropriate change classifications are applied when changes are incorporated into products. Organizes change boards for internal change request approval prior to submission to customer. Tracks status of ending change requests and initiates change order when approval is received from customer and internal subject matter experts. Coordinates CM issues with customer CM personal as required.
- Leads configuration audit team ensuring suppliers have defined procedures for product change control and evidence that procedures are followed.
- Participates in preparation and maintenance of engineering software tools ensuring Configuration and Change management requirements are achieved across all sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Will perform the full range of Configuration and data management functions as defined by system program requirements reporting to the Systems Engineering Manager. This position will involve working with external and internal customers establishing processes necessary to ensure that data moves between customers, suppliers and company internal departments with the highest level of integrity ensuring accuracy while minimizing cycle time.
- Working knowledge of tactical wheeled vehicle armor systems
- Expertise in technical data package preparation
- Full knowledge of ASME Y14.5M drafting standards
- Working knowledge of DoD Configuration Management processes and procedures
- Working knowledge of various military vehicle systems interfaces
- Excellent international communication skills

SUPERVISORY RESPONSIBILITIES: Will supervise the day to day activities of the Documentation Group.

QUALIFICATIONS:

- The position will require detailed understanding of document control, data rights, and Export control (ITAR). Experience demonstrating application of this level of CM. understanding will be required including effective direct dealings with program management and internal and external customers, and a working familiarity with military engineering development programs.
- Complete understanding of DoD Configuration Management requirements
- Demonstrated systems integration, planning and execution abilities are a must.
- Additional requirements include strong organizational skills, excellent written and oral communication, and fluency working in MS office applications.
- Previous experience with product database management (PDM) software, product design software (CAD) and configuration management software preferred.

EDUCATION and/or EXPERIENCE: Bachelor's degree from an accredited college in a related discipline, or equivalent experience / combined education, with 8 years or more of professional experience required.