J O B  D E S C R I P T I O N

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Configuration Management Coordinator</th>
<th>Department(s)</th>
<th>Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Report(s)</td>
<td>None</td>
<td>Revision/Approval/Date</td>
<td>Rev C 4-20-11</td>
</tr>
<tr>
<td>Pay Schedule</td>
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<td>Pay Type</td>
<td>Exempt</td>
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J O B  S U M M A R Y

The Configuration Management Coordinator is responsible for controlling product documentation processes to ensure the most recent approved documentation is available. He/she is responsible for preparing high quality, detailed product documents to continually support production and engineering; to enter, coordinate, review and maintain engineering changes as well as to provide service to customers with regards to product documentation.

R E S P O N S I B I L I T I E S

- Ensure product documentation format is received prior to a first product run in the correct format and schedule. Documentation must be available to operations well in advance of the build.
- Manage changes throughout the product life cycle to ensure that there is a robust audit trail between as designed and as manufactured engineering data.
- Lead the development and maintenance of engineering documents and document changes for new and existing products and other controlled documents.
- Critically evaluate engineering change requests for impact and challenge requestors to demonstrate that changes are cost effective and beneficial.
- Interact with various departments to improve document quality and usability.
- Produce, update and distribute accurate product documents in a timely manner through the Engineering Change process.
- Receive and enter data from source documents into Made2Manage and Check Point/Circuit Cam for engineering configuration control.
- Ensure prompt data entry and accurate file maintenance.
- Compile and report statistics, measurements and records of completed work to management.
- Select and maintain materials and supplies needed to complete work assignments accurately and promptly.
- Responsible to manage deviation request.
- Maintain and track the ECO process from start to completion.
- Maintain productivity levels set by manager.
- May be asked to perform other duties at a lower level or higher level of proficiency or not related to this classification on occasion.

E D U C A T I O N /  E X P E R I E N C E  R E Q U I R E M E N T S

- High School Diploma or GED
- Three (3) years Document Control / Configuration Management experience preferred.
- One (1) year prior electronics manufacturing experience preferred.
- One (1) year experience with Made2Manage and/or Aegis Industrial Software preferred.
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### SKILLS AND ABILITY EXPECTATIONS

- Ability to lead projects to successful completion.
- Exceptional organizational and communication skills.
- Intermediate skills with Windows operating system and Microsoft Office products.
- Detail-oriented.
- Ability to multi-task and prioritize tasks with strict deadlines.
- Good customer service/phone skills and flexibility for handling a wide range of activities.
- Familiar with engineering document control procedures.
- Ability to adapt to changing work load.
- Problem solving skills.

### EXPECTATIONS

- Maintain a clean and safe work area.
- Set the example by actively contributing to department and company goals.
- Clarify expectations and seek additional training as needed.
- Build quality into work. Ensure processes are consistent with quality objectives. Be aware of current quality levels versus target levels.
- Develop and achieve departmental/company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.

### PHYSICAL REQUIREMENTS:

- Temperature: 65 – 75 degrees
- Humidity: Normal
- Other Hazards: None (poor ventilation, chemical, electrical, etc.)
- Percentage of time spent outside: 0%
- Protective Clothing Required: ESD Smock
- Physical Activity:
  - Sit - 40%
  - Stand - 20%
  - Walk - 25%
  - Squat - 2%
  - Bend - 10%
  - Twist - _%
  - Lift - 3%
  - Kneel - _%
  - Drive - _%
  - Climb - _%
  - Crawl - _%
- Reach above shoulder - 5%
- Other - _%
- Maximum consecutive time during the normal workday for each activity:
  - Sit - 180 min
  - Stand - 120 min
  - Walk - 30 min
  - Run - _%
  - Squat - 5 min
  - Bend - 10 min
  - Twist - _min
  - Lift - 5 min
  - Kneel - _min
  - Drive - _min
  - Lift - _ min
  - Crawl - _min
  - Reach above shoulder: 30 min
  - Push - _min
  - Pull - _min

- Tools/Equipment Used: Frequency of Use:
  - Computer: 1-33% X 34-66% 67-100%
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### Repetitive Use of Hands & Feet:

<table>
<thead>
<tr>
<th>Repetitive use of hands &amp; feet</th>
<th>Not Req’d</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple Grasping</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pushing/Pulling</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Typing/Data Entry</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Fine Manipulation</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Repetitive use of foot in operating machine controls</td>
<td>X</td>
<td></td>
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### Sensory Requirements:
- Smell - for chemicals or other safety alerts
- Hearing – for observation and safety purposes
- Sight – for reviewing documentation, others’ work and observing others’ activities

### Weight required to be manually lifted each normal work day:
(Occasional = 1-33%, Frequently = 34-66%, Continuous = 67-100%)

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<thead>
<tr>
<th>Weight</th>
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<th>Frequent</th>
<th>Continuous</th>
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<tbody>
<tr>
<td>Up to 10 pounds</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Up to 20 pounds</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Up to 35 pounds</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Up to 50 pounds</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Up to 75 pounds</td>
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<tr>
<td>Up to 100 pounds</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 100 pounds</td>
<td>X</td>
<td></td>
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### Lifting and Carrying:
Products, materials and paperwork from one location to another.