



Configuration Management Specialist

General description

Responsible for configuration management (CM) of developmental and operational systems. Works on developmental and operational teams to create and maintain configuration baselines (development, test, production, etc.) supporting developmental and operational systems. Uses or recommends automated CM tools to implement CM policies and procedures. Develops or modifies CM plans, policies, and procedures tailored to the complexity and scope of the developmental or operational system. Implement CM discipline for the entire life cycle of systems from initial requirements/capabilities baselines to system end-of-life. Perform change control and configuration audits.

Required Skills and Qualifications:

- Diploma, Bachelors or Master's Degree in a technical field (engineering or IT) or equivalent work experience in a relevant field
- Experience with CAD software
- Proficient with Microsoft Office suite of programs including Outlook, Word, Excel, and PowerPoint.
- Experience with configuration management tools
- Thorough understanding of technical drawings
- Demonstrated application of analytical skills
- Technical report writing and presentation experience
- Demonstrated ability to effectively trouble shoot and problem solve
- Excellent communication skills, both oral and written
- Must be able to secure a secret security clearance
- 5+ Years' experience in Configuration Management or similar field
- Experience with SolidWorks CAD and SolidWorks PDM professional preferred
- Thorough knowledge of manufacturing processes preferred
- Experience with ERP software systems, Made2Manage software preferred
- CMIIIB (or similar) Certification Training preferred
- Demonstrated understanding of common industry standards (ideally defense related) preferred

Essential Duties:

The duties associated with this position include, but are not limited to:

- Proposal and Contract activities
- Engineering Change Order, Pre-Release and Work Order Processing
- EPDM Vault Management

Other Duties

- System data and BOM verification and validation between EPDM and M2M
- Support and maintain the hard copy documentation control (HCDC) process
- Support and maintain Technical Standards access
- Develop and propose new processes or standards to advance the capability of the department.
- Review and resolve issues associated with production, productivity, quality, and internal customer expectations.
- Liaise with other departments within the company to ensure others have the necessary information required to meet the projects requirement