



Job Description

Job Title: Document Control
Department: Manufacturing Engineering
Reports To: Sr. MFG Engineer
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 09/2011

Summary Compiles and maintains records and related files to release work instructions, drawings, ECN's and other documents to manufacturing and other operating departments by performing the following duties.

Essential Duties and Responsibilities include the following:

Develops & examines documents such as work instructions, drawings, change orders, and specifications to verify completeness and accuracy of data.

Confers with document originators or engineering liaison personnel to resolve discrepancies and compiles required changes to documents.

Posts changes to computerized or manual control records, releases documents, and notifies affected departments.

Works with critical partners to develop training where necessary to support document release.

Other duties may be assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies- To perform the job successfully, an individual should demonstrate the following competencies:

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of ERP System Database software and Email Internet software.

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 sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.