

KUSTOM SIGNALS, INC.

POSITION DESCRIPTION

Position Title: Document Control Specialist
Department: Quality Assurance
Supervisor/Manager: Quality Manager

Job Grade: 5 NE
Cost Center: 10208
Revised: February 2020

Summary:

The primary responsibilities of this position are (1) Maintain, control and utilize electronic engineering documentation files and provide documentation support activities to Production, Engineering and Change Implementation personnel and (2) Perform quality inspection of incoming materials; document and control nonconforming material.

Education: High school diploma or equivalent

Experience: One to two year's experience in a manufacturing environment with emphasis placed on data entry and production records maintenance. Experience in document control activities helpful but not necessary. Prior experience in Quality a plus.

Minimum Requirements:

- Proficiency in Microsoft Word, Excel, Outlook, Adobe Acrobat
- Effective organization skills
- Very detailed work habits
- Strong written and verbal skills
- Flexible and motivated attitude
- Understanding of bill of material (BOM) structures, Item Masters, AVL
- Knowledge of document control processes
- Experience using ERP/MRP systems
- Must be able to interact and communicate with all levels of staff and plant personnel.
- Experience/knowledge of quality processes (preferred)

Supervisory Responsibilities: None

Duties and Responsibilities:

Document Control:

- Assist in the creation and maintenance of databases, electronics lists, and archives of documentation in various electronic formats, such as Microsoft Word files, CAD files, PDF files, Microsoft Excel logs and Bills of Material, etc.
- Create and maintain lists of Controlled Documents and current revisions of all documents. Track, log, and research document change orders (DCO's), deviations, special configuration requirements (SCR's) as required.
- Data entry including new part number creation and new bill of material (BOM) creation and maintenance.
- Maintain the Kustom Signals AVL (Approved Vendor List) and the associated PDF support files on the FTP site.
- Maintain current status of printed circuit boards (PCB), Cable, and other Contract Manufacturing documentation on the company FTP site.
- Examine engineering drawings, blueprints and other miscellaneous documentation for conformance to established criteria regarding materials and parts, and initiate request for changes to ensure compliance with standards.

- Prepare and maintain computerized record system and regular filing system; providing parts information such as complete description and quantities.
- Prepare documents for change implementation committee (CIC) meetings and corrective action (CA) meetings.

Receiving Inspection:

- Review/inspect incoming materials against drawing/prints for conformance.
- Perform transactions within confines of material requirements planning (MRP) system from Quality Assurance (QA) locations to stock locations.
- Understand part numbering system and utilize drawings/prints for inspection.
- Document/log nonconforming materials rejected for non-conformance.
- Coordinate Material Review Board (MRB) activities.

From time to time additional work may be assigned as required to assist and support other functional areas within the company.

Equipment to Be Used:

PC, calculator, telephone, copy machine, fax machine, scanner, micrometer, various measuring devices

Typical Physical Demands:

- Regularly sit, hear and talk, occasionally stand or walk.
- Specific vision abilities include close vision and ability to focus.
- Occasional lifting of incoming materials to perform receiving inspection, not to exceed 25 lbs.
- Dexterity as needed for use of measurement devices.

Typical Mental Demands:

- This position involves working and interacting with many people and many projects on an ongoing basis.
- Must be able to handle stresses resulting from multiple interruptions and the juggling of multiple projects on a continuous basis.

Working Conditions:

- Quiet, temperature controlled, office environment (CM) or busy, temperature controlled, stock room environment. (QA)

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be constructed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

**EMPLOYEE
SIGNATURE** _____

DATE _____

**SUPERVISOR/
MGR. SIGNATURE** _____

DATE _____