



**Title** Configuration Analyst Supervisor

**Reports to** Configuration Manager

**Job Description**

Are you passionate about clean technology? Are you detail-oriented? Do you handle multiple competing priorities with a calm but capable sense of urgency? Array Technologies, Inc. (ATI) is the global leader in the design, manufacture, installation, and maintenance of utility-scale solar tracking systems. If you are interested in contributing to a team focused on bringing clean energy to the world, please consider bringing your skills to our rapidly growing company!

The Configuration Analyst Supervisor will be responsible for making sure all drawings are current and accurate. He/she will participate in the development of procedures for new part and change qualification and run weekly meetings regarding such procedures. The successful candidate will be able to multi-task, work independently, prioritize deadlines and have very strong customer service and computer skills. Reliability and dependability is essential. Position is full-time, exempt. Pay is DOE.

**Duties and Responsibilities**

- Work with Engineering, Production, Project Management, and Procurement to ensure drawings are current and accurate.
- Examine documents, materials, and products in order to assess completeness, accuracy, and conformance to standards and specifications.
- Maintain item master and Bill of Materials ensuring all data is current and accurate to support Material Requirements Planning.
- Key participant in Change Control Board
- Participate in development of procedures for Change Control. Including change affectivity, change qualification procedures.
- Run weekly change control board meetings, when necessary.
- Assist in the creation and management of all configuration projects and planning. Provides guidance and advice on methods, procedures and requirements.
- Supports configuration change control. Control design changes will include, but not limited to CAD models, drawings, electrical schematics, instructions, test results, software/hardware configuration documentation, design history files, and deviations.
- Assists in the change process so that only approved and validated changes are incorporated into product documents.
- Assists in the release of drawings and software configuration changes throughout the product development process.
- Possess a good understanding of policies and procedures within the department for assigning part numbers, redlining bills of material, revising drawings and working Engineering Change Requests into Engineering Change Orders .
- Work with the Configuration Manager to evaluate opportunities and set goals to optimize profitability and productivity by developing and following a plan to attain these goals.

**Required Knowledge, Skills, and Abilities**

- Must be a process oriented, detail oriented individual.
- Must be familiar with Solid Works and PDM, SAP experience a plus.
- Must be able to read and analyze Engineering Mechanical drawings and Documentation.
- Experienced in Manufacturing Engineering and/or Mechanical Engineering.
- Must have strong communication skills, be able to work cross functionally with different group disciplines, demonstrated ability to work within a team, and leadership ability.
- Must be able to manage multiple job assignments in a fast paced environment while maintaining process controls and must be able to adapt to situation-specific outside process, when required.

**Education and Experience**

- Minimum of 10 years business experience.
- Min of 3 years experience in Documentation control, including participation in CCB activities
- Relevant degree in engineering, CAD, electrical, or technical field preferred; GD&T helpful.