



DOCUMENTATION COORDINATOR

DEPARTMENT:	Engineering	REPORTS TO:	Engineering/Manufacturing Manager
DIVISION:	SNIF	FLSA STATUS:	Exempt
JOB CODE:	4002	EFFECTIVE DATE:	02/15/2024

JOB SUMMARY

Under general supervision, reproduces engineering drawings, maintains files of original drawings, compiles, and edits manuals, customizes packages of drawings and related information for customers, vendors, or other clients as directed.

QUALIFICATIONS

Education/Experience

Associate degree in engineering, science, or related field, or three (3) years of related experience in one or more of the following areas: operation and servicing requirements of specialized engineering reproduction equipment, ability to read and understand engineering drawings; or equivalent combination of education and experience.

Previous experience in manufacturing and with Visual Enterprise and Product Data Management (PDM) Vault, a plus.

Knowledge/Skills/Abilities

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems, including knowledge of Visual Enterprise, AutoCAD, PDM Vault or willingness to learn. Working knowledge of Microsoft Office products such as Word, Excel, Teams, etc., as well as Adobe products.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence.

Professional Investment. Demonstrated commitment to own personal professional development and learning.

Customer Service. Cooperatively work in team environments both within your department and across the organization.

Flexibility/Travel. Exhibit flexibility in work schedule and perform beyond a normal workday. Ability to travel by land and air up to 5%, primarily within the USA. A valid driver’s license and US Passport, or ability to obtain.



Essential Functions/Responsibilities

1. Utilize internal database(s) or reference external sources daily to reproduce engineering documents and records to provide timely turnaround and release to vendors.
2. Accurately set up, maintain, and control files, including those on the server and paper copies, for all original engineering drawings and related technical sales and engineering information.
3. Maintain up-to-date computer records of drawings and Bills of Materials with latest revision indicated. Make and distribute copies on request.
4. Coordinate effectively with the various department and teams, as required, to assemble and bind Operating and Maintenance manuals, technical instructions, sales brochures, proposals, vendor lists, and other such documents as may be required as directed by the Manager of Engineering & Manufacturing.
5. Expediently arrange shipment of documents and duplicated materials in accordance with instructions on engineering document release forms. Document the shipment and manual approvals, as required.
6. Edit drawings, diagrams and technical materials, and proof-read for completeness and absence of obvious typographical errors, bringing matters requiring correction to the attention of the issuing engineer or the Manager of Engineering & Manufacturing, prior to updating manuals or sending to customers.
7. Regularly monitor equipment inventory levels, order supplies and parts, and schedule routine maintenance services to maintain reproduction equipment uptime and availability.
8. Support the quality system by maintaining an active working knowledge of the program and applicable procedures, setting an example by adherence to requirements, participation in continuous improvement to processes and procedures, and participating in internal audits.
9. Support SNIF Customer Service by monitoring inventory levels of international SNIF® warehouses and coordinate with Customer Service and Warehousing to arrange interbranch shipments of spare parts to ensure proper inventory levels, including but not limited to, creating pack-lists, defining quantities, and preparing Customs and shipping documents.
10. As requested, provide back-up support to SNIF Customer Service by accurately entering customer spare part orders into the Visual ERP system.
11. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
12. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
13. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
14. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
15. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
16. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.



17. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 40 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

Generally, work within an office and/or manufacturing environment with regular exposure to noise, heat and/or cold conditions where Personal Protective Equipment (PPE) is required. Travel by land and air, primarily domestic, up to 5%.

Team Member Signature

Date

Manager Signature

Date