

JOB DESCRIPTION

JOB CODES TN131 3TN233 3TN335 3TN438	POSITION TITLE ENGINEERING PROJECT ADMINISTRATOR FAMILY APPROPRIATE DEPARTMENTS Engineering	DATE May 1995 SUPERSEDES Pg 1 of 3
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POSITION SUMMARY:

Administers, controls, catalogues, compiles and reports various engineering and contract data as required by specific contracts, military specifications and/or NESD requirements. Administers and controls the dissemination and process of released engineering and related technical data and all changes thereto in support of Northrop internal requirements and customer engineering drawing submittal requirements.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Incumbent supports one or more of the following areas:

PROJECT ADMINISTRATION

Generates and develops cost data and supporting rationale in new business proposals. Establishes release priorities and schedules. Assures engineering release data elements of engineering drawings submitted for release are correct and comply with NESD standards prior to release. Develops, releases, and maintains contractually required data lists and reports. Conducts training programs as applicable to engineering release and drawing change practices and automated engineering data systems. Assures appropriate drawing corrective action is taken, when applicable, by Engineering Design prior to engineering release.

DATA ADMINISTRATION

Verifies that specific data elements of engineering drawings such as component and module specifications, test procedures, etc., comply with NESD, contract, and military specifications prior to release and implementation by various manufacturing functions. Reviews and verifies that data base updates to the computer files are prepared, transmitted, and maintained. Catalogues, stores, and disseminates release engineering data and analyzes changes to released data, documents and records per military specifications and/or ~~XXX~~ guidelines. Defines, interprets, controls, and reviews CDRL, SDRL, and ~~XXX~~ reports prior to submittal to ~~XXX~~ management and/or its customers in order to assure timely compliance to contractual agreements.

This description portrays in general terms the type and Level(s) of work being performed and is not intended to be all-inclusive, nor to be a listing of any one incumbent. It is understood that incumbents in higher classifications may be required to provide orientation, guidance, and work direction to incumbents in lower classifications.