

Job Title: Windchill/CAD Administrator (16524BR)

This employment opportunity is in the Engineering Directorate located at the Lawrence Livermore National Laboratory (www.llnl.gov) in Livermore, CA.

The successful candidate will be an employee of Akima Infrastructure Services, a premier government contractor at the Laboratory that partners with the Lab by finding motivated and well qualified candidates to support the success of their mission. Per Akima's contract the candidate must be able to meet pre-employment requirements including any required physicals for the position, a drug screen, a background investigation under clearance requirements from the Department of Energy, and the successful candidate must be a **US citizen and at least 18 years of age**. The employee will take day to day work direction from a Lawrence Livermore National Security (LLNS), LLC (prime Laboratory contractor to DOE) technical personnel. Pay, benefits and Human Resources activities will be provided by Akima (physically located at the Lawrence Livermore National Laboratory).

The Engineering Directorate has an opening for a Windchill/CAD Administrator to help support the new institutional ELM-U (Unclassified Enterprise Lifecycle Management) software system that is powered by PTC Windchill. The selected candidate will be a member of an agile operations team supporting LLNL with the following ELM-U capabilities: CAD Data Management, Document Management, Change/Configuration Management, Approval Workflows, Bills of Material, 2D & 3D Visualizations, Archived/Watermarked PDFs for Record Retention, Components Management, Supplier Management, and Integrations w/ COTS & LLNL Applications/Systems. The ELM-U functionality and user base is expected to expand/grow over time. The selected candidate is expected to work independently and show initiative in scoping work and proposing solutions, while interacting with other team members as needed. This position will report to the Institutional PLM/CAD Manager.

This position may require the Windchill/CAD Administrator have the flexibility to work overtime, shift and or weekends to accomplish goals. The successful candidate will be required to pass various on-site training modules to pursue work assignments.

Essential Duties

- Provide day-to-day PLM/CAD software applications support to individual customers by responding to technical support requests while using independent discretion and judgment in analyzing and determining the probable cause of problems
- Work collaboratively with internal team and external program reps to combine business requirements and software capabilities into a cohesive and optimized toolset
- Provide guidance to individuals regarding PLM/CAD software applications usage and functionality, suggested techniques, best practices, and resolution to problems involving unexpected application behavior
- Assist and lead in the development of productivity-enhancing applications for use with in-place PLM/CAD software applications
- Interface with PLM/CAD vendors to address escalated issues and problems
- Interface with custom application developers to create and implement customized productivity-enhancing programs
- Contribute to the design and development of software training and related documentation
- Lead and manage projects as identified by the PLM/CAD Manager by creating and maintaining project plans, directing the work of those assisting and providing status

- Lead & support product updates, upgrades, and migrations
- QA testing to support application code change, upgrades, migrations, etc.
- Evaluate current and emerging technologies in the area of PLM/CAD
- Develop training documents and mentor users aimed at improving their overall efficiency and usage of the system
- Periodically assist with weekend and evening maintenance work, upgrades, updates, migrations, etc

Essential Skills, Knowledge, and Abilities

- B.S. in computer science, engineering, or a related field, or equivalent level of demonstrated knowledge
- Experience with PLM systems (Windchill preferred) and knowledge of the following: CAD Data Management, Document Management, Change/Configuration Management, Approval Workflows, Bills of Material, Visualizations, Components Management, Supplier Management
- Experience with CAD applications such as Creo, ACAD, SolidWorks
- Experience working with Linux, UNIX, and Windows environments
- Demonstrated comprehensive problem solving skills; ability to find timely solutions while managing multiple tasks/priorities
- Demonstrated ability to work within a cohesive team environment
- Demonstrated effective interpersonal skills necessary to interact with all levels of personnel
- Advanced written and verbal communication skills necessary to prepare, present, and document technical information

Desired Skills, Knowledge, and Abilities

- MS in computer science, engineering, or a related field
- Experience supporting an enterprise-scale production application, and experience resolving complex user issues within that environment

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER

We are Equal Opportunity Employers. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.

We are committed to Equal Employment Opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. If you have a physical and/or mental disability and are interested in applying for employment and need special accommodations to use our website to apply for a position please contact, Recruiting Services, miller229@ltnl.gov or 925-960-0369 x370. The dedicated email and telephonic options above are reserved only for individuals with disabilities needing accessibility assistance. Please do not use the dedicated phone number above to call on the status of your job application if you do not require accessibility assistance or an accommodation. Reasonable accommodation requests are considered on a case-by-case basis.

In order for our company to stay compliant with government regulations, please apply on line. Please DO NOT email resumes or call in lieu of applying online unless you have a physical and/or mental disability and need assistance with the online application.