

POSITION SUMMARY

The **DOCUMENT CONTROLLER** will ensure all project documentation is effectively managed, controlled and distributed to support the successful execution of Client specific engineering projects. This role plays a critical part in maintaining project integrity, regulatory compliance, consistency and efficient collaboration among project stakeholders.

RESPONSIBILITIES

- **Document Control Procedures:** Review and update internal document control procedures to align with Client specific procedures, industry regulations and best practices and company policies
- **Document Management:** Update and maintain a structured system for organizing and storing engineering documents, drawings, specifications and other project-related materials. Specific focus on timeliness and auditability.
- Master Document Register (MDR) creation and maintenance for both internal and external documents
- Master Comment Log (MCL) creation and updating for tracking external comments on formal review sessions
- Create and update master Document Distribution Matrix (DDM)
- Create and update master Vendor Document Distribution Matrix (VDDM)
- Manage Client document, drawing and line number requests, including receipt, checking and distribution per Client specific procedures and revision control
- Manage internal document and drawing number requests, including receipt, assignment, distribution and revision control
- Create and maintain Engineering Stick File (ESF) for all issued Client numbered documents and drawings on individual projects (individual PDFs) within the document control folder
- Review and update internal transmittal procedure to ensure consistency of transmittal requests and to streamline transmittal process
- Quality checks on engineering transmittal requests (e.g., drawing index, legends, document / drawing numbering, revision checks against Client / internal assigned revisions) prior to issuing transmittals
- Create and submit transmittals to Client, including upload and management of Client EDMS systems as required, ensuring distribution aligns with DDM
- Create, distribute BlueBeam review sessions for engineering documents and drawings. Distribute commented copy.
- Log all Client BlueBeam review session comments in Master Comment Log

- Create and manage Vendor Document and Drawing Register (VDDR) based on final Vendor Document Requirements (VDR) finalized at time of PO
- Receive, log and distribute (via BlueBeam session review) Vendor documentation per Vendor DDM. Distribute closed, commented copies.
- Manage Project Close-Out (PCO) and handover of Client and Vendor documents and drawings per Client or internal procedures
- **Collaboration:** Collaborate with project managers, engineers, contractors and other team members to facilitate document related communication and workflow
- **Feedback:** Provide construction feedback to project management regarding opportunities for improvement and alignment with best practices
- **Ownership and Accountability:** Self motivated individual with strong ownership and accountability of the entire document control of a project / for a specific Client, including quality and functionality of the process, timeliness of activities, communication, etc.
- **Archiving:** Preserve historical project documents for future reference or compliance purposes

SKILLS

- Ability to produce high quality work while facing competing priorities and strict deadlines
- Ability to prioritize activities, adapt to change and stay focused in a dynamic environment
- Demonstrate sensitivity and discretion when working with confidential information
- Must have excellent communication skills and be capable of interacting with peers, project managers, site managers and Clients proactively
- Must have a proven track record of accomplishment as a document controller on industrial projects and be capable of working with a team of engineers, designers and support personnel
- Proficient in BlueBeam, MS Office Suite (Word, Excel, PowerPoint), Outlook, Teams

QUALIFICATIONS

- High School Diploma, supplemented by related post-secondary education or experience
- 5-10+ years experience in Document Management at an Engineering Company (EPCM)
- Experience with EDMS for a variety of Producers or Midstream companies
- Currently residing in Canada