



Example of Document Controls Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of document controls specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for document controls specialist

- May require familiarity with FTA processes in order to code and document files appropriately and be efficient with project systems
- Candidate must be able to provide weekly reporting to Project Manager and Project Controls manager on submittals, RFI's, NCR's, Change Orders, and project status for distribution and updates to executive team
- Benchmark and evaluate existing document control practices, identify gaps and make improvements
- Assist in the maintenance of the Document Control procedures, associated forms and tools
- Establish a project Control & Distribution Table in conjunction with relevant parties and departments, which summarizes the specific document control requirements and work flows internally and externally
- Attend and participate in construction and other meetings as required
- Research and verify accuracy and completeness of construction documents including submittals, O&M's and As-Built Drawings
- Download construction documents from contractor managed sites and upload / organize documents per the client's requirements using in-house databases
- Add metadata to the existing documents using client established methods to allow for better organization and search capabilities of the documents

and completely at a high standard

Qualifications for document controls specialist

- Attend work on a regular basis
- Ability to be self-motivated and work independently, without direct supervision
- Ability to work with a variety of personalities and achieve positive results and build relationships
- Bachelor Degree or High School Diploma with recognized equivalent years of experience
- Architecture / Engineering / Construction experience is highly preferred
- Work with other staff members as required