

## Document Controller

Req ID 4856

## Document Controller

### Who We Are

At WSP, we are driven by inspiring future-ready pioneers to innovate. We're looking to grow our teams with people who are ready to collaborate in building communities and expanding our skylines. To do this, we hire candidates of all backgrounds. That's why here at WSP, inclusion, diversity, equity and belonging are core principles. Anything is within our reach and yours as a WSP employee. Come join us and help shape the future!

### This Opportunity

WSP is currently initiating a search for a full-time **Document Controller** for our **Pittsford, New York** office. The following locations will also be considered: **Augusta, Maine**.

Be involved in projects with our Power & Energy team and be a part of a growing organization that meets our client's objectives and solves their challenges.

### Your Impact

- + Responsible for the development, implementation, training and auditing of all controlled documentation: drawings, procedures, reports and any other document under revision control.
- + Process, distribute, and maintain controlled documentation using owner document control system
- + Process documents for revision and approval.
- + Monitor the distribution and reconciliation of process or reference documents.
- + Perform overall document control and flow of engineering design/submittals and processes/reviews.
- + Implement master tracking of all packages/deliverables and provide data from this tracking to support management reporting.
- + Exercise responsible and ethical decision-making regarding company funds, resources and conduct, and adhere to WSP's Code of Conduct and related policies and procedures.
- + Perform additional responsibilities as required by business needs.

### Who You Are

#### Required Qualifications

- + High School Diploma or GED
- + 7 years of relevant post education experience with at least 5 years in controlling document processes and procedures.
- + Understanding of design and drafting standards required for the check and release of

engineering drawings.

+ Working knowledge of Project Wise and SharePoint.

+ Thrive in a team environment; be able to assist other document control/program management resources.

+ This position is subject to and contingent upon client approval of candidates put forth for consideration by WSP.

+ The selected candidate must be authorized to work in the United States, or be able to obtain work authorized status in the United States prior to the start of employment. This role is eligible for employment visa sponsorship for eligible and qualified candidates.

\#LI-MG1

### **Additional Requirements**

+ To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

### **Additional Details**

+ **Travel Required:** N/A – No travel required

+ **Job Status:** Regular

+ **Employee Type:** Full

+ **Primary Location:** PITTSFORD – OFFICE PKWY

+ **All locations:** US-ME-Augusta, US-NY-Pittsford

### **About WSP**

WSP USA is the U.S. operating company of WSP, one of the world's leading engineering and professional services firms. Dedicated to serving local communities, we are engineers, planners, technical experts, strategic advisors and construction management professionals. WSP USA designs lasting solutions in the buildings, transportation, energy, water and environment markets. With more than 12,000 employees in over 200 offices across the U.S., we partner with our clients to help communities prosper. [www.wsp.com](http://www.wsp.com)

WSP provides a comprehensive suite of benefits including medical, dental, vision, disability, life, and retirement savings focused on providing health and financial stability throughout the employee's career.

At WSP, we want to give our employees the challenges they seek to grow their careers and knowledge base. Your daily contributions to your team will be essential in meeting client objectives, goals and challenges. Are you ready to get started?

WSP USA (and all of its U.S. companies) is an Equal Opportunity Employer Race/Age/Color/Religion/Sex/Sexual Orientation/Gender Identity/National Origin/Disability or Protected Veteran Status.

The selected candidate must be authorized to work in the United States.

