



Position Title: Document Controller
Location: Burnaby, BC
Reports To: Engineering Functional Lead

Summary

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a leading global provider of biogas upgrading systems that are helping decarbonize natural gas. Our systems produce clean, low-carbon and carbon-negative renewable natural gas (RNG) from organic waste sources including landfills, wastewater treatment plants, dairy farms, and food waste, suitable for either injection into the natural gas grid or for direct use as vehicle fuel. With multiple core technologies, more than 125 biogas upgrading systems sold into 19 countries and counting, and over 30 years industry experience and patented proprietary technology, Greenlane is inspired by a commitment to helping waste producers, gas utilities or project developers turn a low-value product into a high-value renewable resource. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

As a key member of a multi-disciplinary engineering team, the Document Controller will be responsible for planning, tracking and coordinating the preparation and compilation of project documentation, operating and maintenance manuals and all necessary plant certifications to ensure customer contract requirements are met. In addition, the Document Controller will ensure subcontractor/supplier packages contain all the necessary specifications, drawings, and schedules for subcontract orders. The Document Controller will provide feedback in the implementation of a document management system (such as PLM) in the engineering environment. In this role you will work closely with the technical team and report to the Engineering Functional Lead. The role will require familiarization with Greenlane projects and products. Training and guidance of engineering co-op team members on the documentation team will be required.

Duties & Responsibilities:

- Itemize, track and communicate documentation requirements for each phase of our projects.
- Work with the engineering team's technical specialists to maintain accurate technical and project documentation, designate approvers, apply revision control, and ensure the filing system is organized and up to date.
- Coordinate and prepare timely delivery of technical documentation packages to customers.
- Work cross-functionally to ensure documentation produced is accurate, meets contract specifications and is of high quality with page layout and formatting correct and consistent throughout.
- Review subcontractor/supplier packages to make sure they contain the necessary specifications, drawings and schedules for subcontract orders. Communicate and liaise with subcontractor/suppliers to obtain outstanding documentation.
- Strive for standardization and continuous improvement of documentation and documentation organization.
- Contact originators of source documents to resolve questions, inconsistencies or missing data.
- Assist in the implementation, maintenance and administration of document control systems.
- Provide team training on document control processes and procedures.
- Train, manage and delegate activities a team of engineering co-op students in organization, preparation and release of documentation packages.

Education & Experience:

- Minimum Bachelor's degree in Engineering, Science, Information Studies or equivalent.
- A minimum of 4 years of experience with document control would be an asset. Technical documentation experience in an engineering or construction environment would also be considered an asset.
- Excellent documentation and writing skills with the ability to capture complex information and document in an easy to understand manner.
- Superior organizational skills with a strong attention to detail.



- A proven understanding of successful engineering change management processes.
- Experience with the configuration and use of document management systems such as PLM.
- Reliability and commitment to maintaining documentation standards.
- Can-do solution-oriented attitude and delivery execution mind-set.
- Experience in prioritizing multiple projects in a fast paced environment.
- Strong communication, teamwork and leadership skills.
- Adept at working with MS Suite, Adobe Acrobat, and Google applications. Experience with Bluebeam Revu is considered an asset.
- Experience in the renewable natural gas sector would be considered an asset.

How to Apply:

We are an equal opportunity employer and invite applications from all qualified individuals. To apply for this opportunity please send your resume and cover letter via LinkedIn Recruiter or hr@greenlanebiogas.com with Document Controller in the subject line. While we thank all interested candidates only those who are short-listed will be contacted.