



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

Summary

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a pioneer in the rapidly growing renewable natural gas (“RNG”) industry. As a leading global provider of biogas upgrading systems, we are helping to clean up two of the largest and most difficult-to-decarbonize sectors of the global energy system: the natural gas grid and the commercial transportation sector. 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. Greenlane is the only biogas upgrading company offering the three main technologies: water wash, pressure swing adsorption and membrane separation and has over 35 years industry experience, patented proprietary technology, over 100 biogas desulfurization units shipped, and over 135 biogas upgrading systems sold into 19 countries, including many of the largest RNG production facilities in the world. 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 technical product and project documentation including planning, tracking and coordinating the preparation and compilation of documentation, operating and maintenance manuals and all necessary plant certifications to ensure requirements are met. The Document Controller will also ensure subcontractor/supplier documentation packages contain all the necessary specifications, drawings, and schedules for subcontract orders. In addition, the Document Controller will administer the review, approval and release of company documents and subsequent changes. The Document Controller will participate in the development, implementation and improvement of document management systems and processes.

Working closely with the technical team on customer projects as well as cross-functionally on company documents used in the operation of the business supporting the Quality Assurance Manager. The role will require familiarization with Greenlane projects and products as well as company documents that are part of our ISO 9001 and ISO 45001 management systems. Training and guidance of engineering co-op team members will need to be provided.

Duties & Responsibilities:

- Itemize, track and communicate documentation requirements for each phase of a customer project.
- 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 company procedures and/or 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.
- Perform work in accordance with Company documented policies and procedures.
- Complete all applicable quality records

Education & Experience:

- Bachelor’s degree or diploma in Engineering, Science, Information Studies or equivalent.
- A minimum of 4 years of experience with document control is preferred.
- Technical documentation experience in an engineering or construction environment would be an asset.
- Excellent English language skills including comprehension, verbal and written outputs are required. Additional languages would be considered an asset.
- Excellent 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.
- Proficient with Microsoft OfficeSuite, Adobe Acrobat, and Google document applications. Experience with Bluebeam Revu is considered an asset.
- Experience working in regulated industries including the oil and gas sector would be considered an asset
- Experience implementing and maintaining documents within a certified management system would be preferred (ISO 9001, IATF 16949, etc.).

How to Apply:

We are an equal opportunity employer and invite applications from all qualified individuals. To be considered for this role please apply through the Greenlane Renewables page on LinkedIn and attached your resume. While we thank all interested candidates only those who are short-listed will be contacted.