



780 Washington Street
Quincy, MA 02169

Engineering Document Controller

To apply please send resume to careers@trtlp.com

Summary – The Engineering Document Controller will be a team member of the Project Engineering Team. This role will support the Project Engineering, Maintenance and Operations Teams. This position will control, maintain, and update Engineering, Maintenance and Operations documents.

Duties and Responsibilities

- **Engineering Documentation Controller** – Engineering and other technical drawings and information are included in both electronic and paper document control systems. The EDC will be responsible for controlling, maintaining, updating, creating P&IDs, PFDs, Elementary Drawings, Loops Diagrams, Isometric Drawings, Equipment General Layout Drawings, etc.
- **Management of Change** – Management of Change is one of TRTs foundation technical safety systems. This role will be responsible for managing, facilitating, administering and improving this system. This role will also have responsibility to ensuring all originators of MOC documents fully comply with the procedural requirements.
- **Process/Project Validation** – Validation consists of three steps – IQ, OQ and PQ. This role will be key in ensuring that all validation protocols are effectively followed and implemented to else ensure TRT is getting a safe, effective and reliable process capable of achieving full design capabilities.

All TRT employees will support, contribute and facilitate a continuously improving Plant Safety Program and Company Safety Culture.

Qualifications and Requirements:

- 4 year Mechanical Engineering Degree Preferred
- Proficient AutoCAD experience
- 2+ years if related work experience
- Proficient in Microsoft Office Suite, Solidworks, Aveva and PDMS
- Ability to read engineering blueprints, schematics and technical drawings
- Strong interpersonal, communication and organizational skills

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