

Document Controller

Department: Engineering/Quality
Reports to: Engineering Manager
Location: Union City, CA
Experience: 2 to 5 years
Job Type: Full Time Employee (non-exempt)
Education: High School Diploma and some secondary education, B.S. degree in engineering preferred

Tournesol Siteworks is a national manufacturer of landscape products for green buildings based in the San Francisco Bay Area. We're currently searching for a Document Controller as a member of our engineering/quality group. We can promise you an interesting opportunity at the forefront of the Green Building market, a great place to work with a growing company, good benefits, and an interesting client base working on environmentally-conscious construction projects nationally. Because we're a tight-knit group, you need to be a team player to succeed here.

The document controller specialist will work under the direction of Engineering management to perform and assist engineering, operations and manufacturing creating, processing and managing documentation for engineering and program changes across the organization. Tasks will include, but not be limited to, development, maintenance and distribution of all documents necessary to define product configuration and control manufacturing processes that insure conformance to customer requirements. This full-time position is located in our Union City headquarters and manufacturing facility.

Essential Duties / Responsibilities

- Prepares Engineering change orders and change requests, review documents for format, consistency and compliance with existing procedures and perform edits. Publish, issue, and maintain controlled documents. Create and provide weekly ECO reports to engineering management.
- Responsible for accurate management and safeguarding of documentation generated by multiple departments in support of the day-to-day operation in a manner that will enable all relevant individuals quick access. This includes, but is not limited to, engineering/technical reports, operating procedures, and manuals.
- Prepare and manage document workflow and ensure document control system compliance with internal procedures and external requirements.
- Develops and maintains a comprehensive filing system and computer database for all documents to be retained in the document control center; manages the operation of the document control center to ensure that all users have the latest revision of appropriate documentation in a timely manner; provide support for document system users; ensure that all templates used within each department conform to the company standard.
- Provide drawings, artwork, schematics and work instructions internal to Engineering and for Manufacturing, Materials, Sales and Marketing as required.
- Be extremely thorough and detail-oriented and work well with established processes while creating and implementing new or improved processes and controls.
- To continuously identify, recommend and/or undertake activities and methods to make positive contributions to the company goals and initiatives within the scope of the position.
- Work will require individual to enter plant areas where performance factors such as: heat, noise, dust, lifting of materials and working around equipment will be encountered.

Important Skills and Abilities

- Minimum of two to five years of Document Control and/or Records and Information Management Systems experience in a corporate setting, or at least office/administrative experience in organizing records.
- Computer literate, familiar with MS Word, Excel, and Outlook.
- Practical and hands-on experience in document management roles.
- Detail-oriented, dependable and trustworthy.
- Possess excellent written skills.
- Ability to compose reports and document procedures.

Tournesol Siteworks provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Tournesol Siteworks complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

- Ability to apply sound organization principles to documentation including writing clear descriptions and to create accurate and timely documentation.
- Ability to read and understand Bills of Materials (BOMs) and manufacturing shop orders.
- Ability to work effectively with others, be flexible in work assignments, and assimilate and understand information in a manner consistent with the essential functions. Must be able to accept and work in a dynamic environment where the need to attend to multiple projects and adapt to changing demands in a timely manner is essential.
- Ability to schedule and document projects, communicate well orally and in writing, communicate with other departments and outside agencies, assist other departments and consultants, and work with vendors.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. You should have sufficient education, training and/or work experience to demonstrate possession of these skills. This would typically mean an education or a minimum of two years or more previous experience in a manufacturing environment and experience with engineering documentation for fabrication, production, and test.

Most importantly, we’re looking for individuals who are organized, thorough, and think for themselves in the workplace. You’ll be working on many projects, and will be expected to keep them all moving forward. You’ll need to be comfortable working on a computer and in a manufacturing environment. You should enjoy a small-business environment where your performance makes a difference every day. You’ll need to be self-directed, and be able to make decisions without continuous supervision.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless accommodation would cause undue hardship to the business. While performing the duties of this job, the employee is regularly required to:

Frequency	Physical Demands																	
	Lift/Carry				Push/Pull				Bend									
	< 10 lbs	11-20 lbs	26-40 lbs	41-100 lbs	< 12 lbs	13-25 lbs	26-40 lbs	41-100 lbs	Squat/kneel	Sit	Walk	Stand	Climb	Crawl	Reach above shoulder	Handling / Fingering	Twist/Turn	Keyboard
Occasionally				X				X	X				X	X		X		
Frequently	X	X	X		X	X	X			X	X	X			X		X	X
Constantly																		

Occasionally – Activity or condition exists 1/3 of the time
 Frequently – Activity or condition exists from 1/3 to 2/3 of the time
 Constantly – Activity or condition exists 2/3 or more of the time
 “Frequently” or “Constantly” are ESSENTIAL elements, or demands occurring in the job since they exist, in general, more than half of the time. Physical demands which are designated “Occasional” may be considered essential depending on other conditions.

You’ll be well rewarded with an hourly salary depending upon your experience, vacation, full healthcare, 401k, and other attractive benefits upon completion of the requisite period of employment. We take good care of our people, and folks that fit within the group and perform tend to stay for a long time. You can check us out at www.tournesolsiteworks.com. If you are interested, please send a MS Word or PDF copy of your resume and salary history to jobs@tournesolsiteworks.com. Please do not send in more than one; we receive many responses. We’ll do our best to respond within 3-5 business days for those candidates considered for the position. After a short preliminary telephone interview, you may be scheduled for an



in-person interview which will be held in Union City. We apologize in advance if we are unable to respond to all submissions.

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