



POSITION DESCRIPTION

Position title:
Document Controller

Reports to:
Senior Project Manager / Team Leader

Employment type:
Full-time

Date:
October 2026

CIVIL ⚙️ STRUCTURAL ⚙️ MECHANICAL ⚙️ ELECTRICAL ⚙️ DESIGN + DRAFTING ⚙️ CONTROL SYSTEMS ⚙️ OPERATIONAL SUPPORT

waterlineprojects.com

POSITION DESCRIPTION

POSITION TITLE: DOCUMENT CONTROLLER	REPORTS TO: SENIOR PROJECT MANAGER / TEAM LEADER Or such other person/s as the company may nominate from time to time.
POSITION SUMMARY Your role is essential to Waterline's purpose unlocking value to make life easier for our clients. You will use your document control capabilities to ensure the development, organisation, and maintenance of both Waterline internal, and client project documentation, procedures, and standards. Using your knowledge and prior experience, you will strive to ensure quality and purpose in all deliverables.	
POSITION DETAILS	Description of duties and responsibilities
DOCUMENT CONTROL	• Works with all Waterline personnel to prepare, register and maintain Waterline's Controlled Documents within the Controlled Documents SharePoint site • Works with all internal technical disciplines to help prepare, register, and manage the distribution of project deliverables • Ensures Waterline created documents are produced to standard and currency is maintained • Works on behalf of Waterline clients to manage their information, to the clients' standards, within their DMS (SharePoint, ProjectWise, Meridian, Documentum, Aconex) • Amending and writing documents / processes where required • Provides formatting and document writing reviews as required • Provides document control training and advice • Maintains SharePoint / Teams access and set-up where appropriate
SPECIALISED SERVICES	• Developing Document and Drawing Control procedures for clients • Implementing SharePoint as a DMS for clients including the associated documentation • Preparing document templates that utilise the SharePoint metadata fields to standardise and improve registration • Metadata cleansing • Assisting clients with complex documentation planning

	- Developing document control training materials and providing training to client employees, including new document controllers - Regular site visits to projects as required
GENERAL	- Managing requests / communications for engineering / drafting site - Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures - Documenting and following up on important actions and decisions from meetings - Ensuring project deadlines are met - Non-technical project coordination - Interface between the client and the project team - Data entry - Non-technical sales - Resourcing allocations

As well as any other tasks or duties for which you may have the skill, knowledge and/or training that is required of you from time to time.

QUALIFICATION/S AND EXPERIENCE

QUALIFICATION/S N/A	Essential Experience 5+ years of relevant experience in Document Control - Knowledge of or experience using the following relevant software packages is an advantage: - Microsoft SharePoint - Microsoft Office Suite - In depth experience with at least one DMS software instance Desirable Experience - Exposure to Australian Industry (including Mining, Energy, Chemicals, Oil & Gas) - Use of any other Document Management Systems
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ESSENTIAL COMPETENCIES (KNOWLEDGE, SKILLS & ATTRIBUTES)

- Demonstrated project engineering or project management skills including strong self-discipline and time management skills - Key stakeholder management using effective communication skills - Ability to deliver results under pressure - Willingness to learn about our clients' businesses and markets so you: - understand our clients' core business outcomes - understand how to present Waterline to our clients in a relevant context - Flexible attitude to rapid changing project requirements - Pragmatic approach to client problems - Demonstrate effective organisation, planning and attention to detail - Excellent report writing and presentation skills - Effective problem-solving capabilities - Ability to interpret Standards, Legislation, Acts and Codes - Ability to work both collaboratively and independently

- Appropriate handling of confidential information

ESSENTIAL BEHAVIOURS

Your behaviour must be consistent with Waterline's values.



**BE WATERLINE
PROUD**



**TAKE
ACTION**



**EMBRACE
OWNERSHIP**



**ARE ALWAYS
CURIOUS**



**KEEP IT
SIMPLE**

KEY RELATIONSHIP WITH

INTERNAL:

- Project Management Office
 - Job managers and colleagues working on projects
- Other discipline teams (Mechanical, Electrical, Civil/Structural)
 - Colleagues on projects
- Marketing & Sales
- People & Culture

EXTERNAL:

- Clients