

## **Document Control Specialist**

Full Time

Denver, CO, US

**Salary Range:**\$27.0000 Hourly Onwards

## **Document Control Specialist**

This is NOT your “Father's” Railway Company! Come join an industry leader using new technology for commuter rail services.

Denver Transit Operators, (DTO) is a privately held company that has a 29-year contract with RTD to operate and maintain the new commuter rail system within the Greater Denver Metro area. We currently have opportunities to hire **Document Control Specialist**. We are seeking committed individual with a minimum of 5 years of experience working with specialized software programs, such as electronic document management systems, relational databases, and internet based project collaboration systems (e.g. Microsoft 365 SharePoint, Aconex)

### **What Will You Do**

In this position you will be responsible for organize the routing of documents throughout the process from conceptualization, approvals, distribution to filing. Create, review, revise and implement documentation procedures and training material according to established standards. Confer with document originators to resolve discrepancies and compile required changes to documents and records. Support configuration control by processing change notices and associated documents. Ensure timeliness of documents needed for client and company perusal. Maintain a comprehensive database of Company official documents, records, and business correspondence. Provide quality control support for the management of an ISO 9001 environment. Ensure regulatory, contractual and policy adherence of Company documents and records. Support employee training programs. Adhere to record retention policies, safeguard information, and retrieval of data. Operate computer equipment including printers, scanners, and copiers. Prepare copies and distribution of documents. Complete all other duties as assigned.

**This is a safety sensitive position subject to the rules & regulations of the Federal Railroad Administration and their Drug & Alcohol policy.**

### **What You Need to Bring: (Position Requirements)**

Bachelor's degree in English, Journalism, Communications, Technical Writing, Technical Communications, Library Science, or a related field required; Master's degree preferred. 5 years of experience working with specialized software programs, such as electronic document management systems, relational databases, and internet based project collaboration systems (e.g. Microsoft 365 SharePoint, Aconex). Advanced proficiency in Microsoft Office products, including Outlook, Word, Excel, and PowerPoint. Strong verbal and written communication skills with the ability to present information

to a diverse leadership team and staff; testing of skill level may be required as part of the interview process. Strong critical thinking skills with the ability to organize and analyze large amounts of data. Must have strong time management skills and sense of urgency as most activities are time sensitive. Ability to adapt to the DTO numbering and filing system procedures. Previous experience with ISO 9001 quality management systems preferred. Must be eligible to work in the U.S. and successfully pass a pre-employment background check, drug and alcohol screening and be willing to comply with the DTO Drug and Alcohol Policy.

### **Physical Requirements:**

Candidates can expect to be in a cab for much of their shift you may be required to perform the following physical activities.

- Ability to sit for long periods of time.

### **Pay:**

Our Document Control Specialist can expect to earn an hourly wage of \$27.00. Your performance & pay are reviewed and increases possible after successful completion 1-year of service and there after annually.

### **Benefits:**

- Minimum 40 hour work weeks.
- Paid holidays
- PTO & Sick Leave Pay
- Medical, Dental, Vision & 401(k)
- Ability to work in a CLEAN state-of-the-art repair facility
- A breakroom to rest & relax, equipped with leather recliners!
- Free RTD Light Rail & Commuter Train pass
- Career advancement opportunities, (we promote from within!)

### **Training You Can Expect:**

As a Document Control Specialist, you will receive hands-on training as part of a formal training program.

### **Why Should You Apply?**

If you're looking to join a railway family that truly cares about you and your success; want work with new technology, hone your maintenance skills and do cool things, this is the place for you! Please apply by submitting your resume to us. We look forward to hearing from you!

Applicants who are authorized to work in the US will only be considered for this position. DTO is an Equal Opportunity Employer.