GROUP —PROJECT MANAGEMENT

PM-3 Document Control Manager

Sample Job Description

Job Title: Document Control Manager

Reports to: Project Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

This individual ensures adequate and appropriate resources are assigned to handle all of the receiving, recording and transmittal of project documents throughout the duration of the project.

This would not be a new position within the PMT Organization – however the individual would require additional training so that they understand their expanded role within the implementation of AWP.

Essential Duties (Roles and Responsibilities)

* Ensure that all project documents meet the requirements of the AWP project document matrix.
* Ensure an updated distribution matrix is developed and maintained so all AWP documents and procedures are properly handled in a timely manner and to support the path of construction.