VICTORY ENERGY®
Full Steam Ahead!

Document Control Specialist

OVERALL JOB SUMMARY:

As a member of the Victory Energy Steam Team, your interaction and cooperation with all fellow team members is essential to achieving our goal of providing equipment that meets or exceeds our customers' expectations.

This position reports to the Manager, Project Management.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Ensure all appropriate reviews and approvals are noted on the documents and drawings.
- Support project document control and distribution within the company transmittal program and track responses to and from customers and vendors.
- Distribute incoming documents to the appropriate departments.
- Assist in the creation and gathering of technical documents for the operations and maintenance manuals.
- Prepare project documentation as needed to facilitate the end of project requirements.
- Other duties as needed to assist the project execution team and the Director of Order Execution.

OTHER JOB DUTIES:

As a member of the Victory Energy Steam Team, your interaction and cooperation with all fellow team members is essential to achieving our ultimate goal – providing equipment that meets or exceeds our customers' expectations.

COMPETENCIES:

- Strong written and verbal communication abilities
- Ability to manage multiple priorities and projects.
- Excellent time management and organizational skills
- Demonstrated critical thinking and problem solving.
- Flexibility and adaptability to changing priorities.
- Creative thinker, who can develop innovative solutions
- Detail-oriented with commitment to accuracy and quality.
- Analytical approach with data-driven decision making.

EDUCATION AND EXPERIENCE:

- High school or equivalent. Graduate of a Technical School related to Combustion and Burner Management
- Minimum of one (1) year of experience working in boiler/burner COMMISSIONING required.
- Knowledge of boiler/burner systems, auxiliary boiler-room equipment, and associated control systems for Industrial packaged boilers.
- Advanced knowledge and experience in Burner Management and Combustion Control Systems
- Must be able to read Mechanical P&ID drawings.
- Combustion Tuning Experience
- Read and follow Engineering drawings, wiring diagrams, piping schematics, logic diagrams and perform simple engineering calculations.
- Familiarity with NFPA and ASME Pressure Vessel codes.
- Must be mechanically inclined and have the ability to use a variety of hand tools.
- Ability to obtain a Transportation Workers Identification Credential (TWIC).

WORK ENVIRONMENT:

- The work environment for this position does include exposure to varying temperatures and noise levels, moving mechanical parts, and working in confined space and elevated workspaces.

PHYSICAL DEMANDS:

- Must be able to stand 10 or more hours per day and operate a variety of hand tools both powered and manual.
- Position requires standing or walking throughout the workday and frequently involves stooping and kneeling.
- Must possess sufficient visual acuity and depth perception to complete job tasks.
- Must be able to tolerate shop environment and exposures associated with confined space entry and industrial boiler manufacturing and apply appropriate safety equipment when required.
- Must be able to lift/maneuver 75lbs. unassisted using proper safety techniques and/or equipment.

- **How to Apply:**
- To apply for this position please click on the link below:
- Victory EnergyEmployment Application - Victory Energy
- You may also send your resume directly to: hr@victoryenergy.com