

Job Title: Technical Writer

Report To: Engineering Manager

Department: Production Support

Summary: Prepare and revise equipment manuals and company literature. Convert outdated material and formats to current standards. Secure new and sustaining technical documentation needs.

Supervisory Responsibilities: None

Essential Duties and Responsibilities:

1. Complete writing assignments for equipment manuals, brochures, product catalogs, and other technical documents
2. Maintain records of revisions to documents.
3. Edit, standardize and revise material prepared by others.
4. Confer with sales, marketing, engineering, and others to establish technical specifications and develop material for publication.
5. Review material and recommend revisions in scope, format, content, method of reproduction, and binding.
6. Select photographs, drawings, sketches, diagrams, and charts to illustrate material.
7. Analyze developments within the organization to determine the need for revisions in previously published material and developments of new materials.
8. Review vendor documentation and incorporate relative information into published material.
9. Photograph processes and use a tape recorder to develop assembly instructions.

Other Responsibilities: Any other duties required by Management or Supervision

Measurement of competency: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and /or experience: Related 2-year degree or 3 years' experience.

Language skills: This job requires the ability to read and interpret documents such as operating and maintenance instructions and procedure manuals. This job requires the ability to write routine reports and correspondence and detailed technical documents.

Mathematical Skills: This job requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry.

Reasoning ability: This job requires the ability to apply common sense understanding to carry out instructions in written, oral, pictorial, or diagram form. This job requires an understanding of the implications of new information for both current and future decision-making. This job requires the use of logic to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Computer skills: This job requires the individual to have general computer knowledge, as well as, advanced knowledge of Sage 100 Accounting software and Microsoft Office Suites.

Certificates, licenses, registrations: A valid driver's license and insurability are strongly preferred.

Other skills and abilities: N/A.

Other qualifications: N/A

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.

While performing the duties of this job, the employee is regularly required to sit, talk, walk on concrete, occasionally lift up to 30 pounds, and/or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level at work is usually quiet. While in the production facility, minimal exposure to hazards may occur (i.e. fork truck traffic, some exposure to mild chemicals, moderate noise, etc.)

Authorities for decision making: N/A

Candidate Requirements / Attributes: N/A

Dimension of the Position: N/A

Problem Solving Characteristics: N/A

Demands for Influencing: N/A

Revised Date: 10/28/2020

Approved by: Gibbs, Greg