

JOB DESCRIPTION

JOB TITLE:	Technical Writer	REVISION DATE:	September 2017
REPORTS TO:	Program Manager / Project Lead	FLSA STATUS:	Non-Exempt / Hourly
DIRECT REPORTS:	None	SALARY GRADE:	

POSITION SUMMARY:

The Technical Writer II is responsible for taking complex, technical information and translating it into an easily understandable format, per customer guidelines. Will work closely with experienced writers and other internal employees to interpret contractual specifications, engineering drawings, reports, and other data to help produce technical documentation to comply with customer requirements. Interfaces with customer and/or customer's representatives throughout project, as required.

ESSENTIAL FUNCTIONS:

- Responsible for writing technical documents/manuals according to specifications for customer
- Research existing data to maximize use of previously developed text and/or illustrations
- Draft text materials to ensure text and illustrations are completed and coordinated per final product requirements
- Responsible for documenting & archiving technical data over long periods and to archive this data in an efficient, established method to aid in future related projects
- Responsible for accurately tracking and recording time spent on projects
- Responsible for communicating status of work to management and any needs for additional information
- Responsible for completing assigned tasks according to established deadlines and customer specifications and according to company policies and procedures
- Responsible for following all established safety procedures and reporting violations to appropriate personnel; may make recommendations on safety procedures
- Perform any other job related instructions, as requested with reasonable accommodation

Working Environment:

- General office environment; required to use office equipment (company computer, telephone/smartphone, photocopier); required to sit/stand for long periods of time
- May be required to work in a shop or manufacturing facility and exposure to hazardous chemicals and/or bloodborne pathogens is possible; noise level may be high in shop or manufacturing facility
- May be required to work on heavy equipment and/or heavy-duty vehicles to perform duties and responsibilities; required to sit, stand, bend and kneel; may be required to lift up to 50 pounds
- May be required (on short notice) to work overtime/additional hours to meet deadlines; may occasionally require weekend and/or working holidays, as needed
- May be required to travel by motor vehicle and/or airplane to complete job requirements; estimated to be less than 5%; limited projects may require travel up to 50%

MINIMUM QUALIFICATIONS:

Education:

- Associate degree in a technical or mechanical field or equivalent work experience is required
- Associate degree in automotive repair, or related field is preferred

Experience:

- Two or more years of experience writing complete, complex technical documents, including organizing the document and working with internal and external (agencies, customer) personnel is preferred
- Previous military and/or mechanical aptitude/experience is preferred

Certification / Licensure:

- Valid driver's license in state of residency with acceptable driving record is preferred

Technical Experience:

- Basic to intermediate level of proficiency with Microsoft Word and Excel,
- Basic level of proficiency with desktop publishing tools is preferred
- Basic technical knowledge of mechanical, electrical, pneumatic, hydraulic, electronic, and/or aeronautical systems is preferred

Knowledge, Skills, Abilities:

- Ability to stay organized and process work packages appropriately
- Ability to understand mechanical concepts and military/DoD processes
- Ability to interpret engineering drawings
- Ability to become familiar with customer's product line
- Ability to prepare various media types (photos, models, drawings, etc.) to prepare illustration requirements; prepare illustration mark-ups
- become familiar with customer's product line
- Ability to write and edit clear and concise text using publications software
- Ability to use XML (Extensible Markup Language), SGML (Standard Generalized Markup Language), and/or HTML (HyperText Markup Language)
- Extensive knowledge of automotive electrical systems, hydraulic systems, pneumatic systems, and ECU controlled systems (I/O logic)
- Ability to demonstrate knowledge and skill at performing job responsibilities
- Ability to be self-directed, resourceful and demonstrate creativity to meet job objectives and propose innovative ideas
- Ability to be cost-effective in completing assigned tasks accurately and within established guidelines and timeframes/schedules
- Ability to follow established company policies and procedures and customer guidelines
- Ability to complete assignments on time, which may require overtime to meet deadlines
- Ability to follow-through on assignments and maintain a high level of integrity
- Ability to communicate effectively with internal and external personnel according to company guidelines; communicate project status to internal and external personnel
- Ability to work proactively and efficiently to fulfill job responsibilities
- Ability to work independently and within a team to accomplish tasks and meet deadlines

The statements contained herein describe the essential functions of this position and is not an all-inclusive listing of work requirements. Individual may perform additional duties as required, subject to reasonable accommodation.

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