

## Technical Writer

### Job Description:

- Work with Engineering, Project Management and Manufacturing personnel to generate, revise and implement various types of technical documentation, as required, to support the sale, design, assembly, installation and delivery of all Company systems and products documentation, as needed.
- Revamp and Maintain Company document control system for all forms of documentation including engineering drawings, quality documents, forms, customer-supplied documents, manuals and regulatory documents using both electronic and manual (paper) methods.
- Oversight of all Engineering documents; to include: generation, modification, and control of specification releases, ECNs, drawings, part numbers, and other related documentation.
- Establish system and departmental procedures for proper record keeping and train and educate staff accordingly.
- Maintain database of all documentation to allow for easy retrieval and modification.
- Ensure generation of company product names and numbers conforms with protocols and avoids repetitiveness.
- Understand and ensure project related compliance with all customer, local, state and Federal and customer required safety and quality standards and processes. Responsible for ensuring all personnel assigned to a Project, and deployed to a customer location, are properly briefed, trained and authorized to meet the requirements.

### Essential Skills:

- Associates Degree in Technical Discipline. Bachelor's Degree preferred.
- At least 5 years of experience in a comparable Compliance, Quality, Technical Writing or Documentation Control position in a technical or manufacturing environment
- Proficiency in the English language with superior written and verbal communication skills
- Expertise in all Microsoft Office Suite products.
- Highly organized, detail oriented, self-motivated individual with strong interpersonal skills and the willingness and ability to work in a fast-paced dynamic environment
- Legally authorized to work in the US and able to access Government sites and successfully pass a complete background check and drug test
- Ready, able and willing to travel to customer and/or other Company locations domestically and internationally, as required.

### Non-Essential Skills:

- Familiarity with nuclear industry, x-ray technology and/or mechanical or electrical

- system design
- Ability to understand and interpret various physical, mechanical, and electrical documents, blueprints, drawings, and schematics
- Experience providing documentation and submittals in a Government Contracting environment.
- Previous experience as a Trainer or providing safety, quality or related training or employee briefings
- Knowledge of all OSHA standards and requirements

**Physical Demands:**

- Regularly required to sit, walk, bend and stand with potential for sitting for prolonged periods of time
- Expected to effectively communicate in person, on phone, and via email and other electronic devices on a continual and repetitive basis.
- Will need to repeatedly use hands to finger, handle, feel and operate standard office equipment
- Day to day responsibilities may require lifting, moving, carrying and maneuvering materials up to 25 pounds alone; heavier with assistance.
- Specific vision abilities required include close vision, distance vision and the ability to adjust focus.

**Mental Demands:**

- On a regular basis, will be required to:
  - use written and oral communication skills
  - read and interpret data, information and documents
  - analyze and solve non-routine and complex office administrative problems
  - be creative, make judgements, use reasoning and make decisions
  - observe and interpret situations
  - learn and apply new information or skills
  - perform detailed work on multiple, concurrent tasks
  - work under intensive deadlines with frequent interruptions
  - interact with internal and external customers holding positions from a wide array of disciplines and organizational hierarchy levels
- Must be able to fulfill essential job function in a consistent state of alertness and safe manner