



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## TECHNICAL WRITER I

<b>Group-Section:</b> Business Technology Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 38 <b>Job #:</b> XA59A
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### JOB SUMMARY

This is the entry level position performing Technical Writer I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level use professional concepts and apply basic skills to do the work. Work consists of developing and publishing technical or administrative information of limited complexity for print, Web and multimedia environments or assisting other staff with more complex assignments. Assignments are routine in nature, requiring limited judgment and decision making to resolve problems of limited scope and complexity. Tasks are clearly defined and directly related. Guidelines covering assignments are provided and work is performed in adherence to these guidelines. Decisions must be authorized.

### OVERSIGHT

**Supervision Received:** For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

**Supervision Given:** None

### JOB DUTIES

1. Assists in documentation planning, including needs analysis, project planning and coordination, and scheduling.
2. Assists in conducting research and interviews to gather information and document processes.
3. Updates existing field documentation, administrative procedures, training materials and other documents in accordance with established standards, guidelines, and regulations in on-line and hard copy formats.
4. Drafts simple procedures and assists other staff in developing more complex documents.
5. Assists in developing technical schematics, flowcharts, graphics, and photographs for approval.
6. Submits documents through document review and production review processes. Tests online documents.

7. Collects, organizes, and maintains technical data and information. Maintains on-line information access and controls.
8. May perform monthly updates to status reports.
9. Performs editing and proofreading; assists in performing format reviews.
10. May participate on a project team.
11. Performs other related Technical Writer job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field and one year of relevant experience; or an equivalent combination of education and experience.

**Required Knowledge of:** English composition and grammatical structure; modern office technology and related equipment; technical writing and communication; and current office equipment and technology.

**Required Skills and Abilities to:** Research and develop simple procedures; collect and gather technical data; read and comprehend technical information; create simple flow diagrams; take technical photographs and create callouts; edit and proofread; communicate effectively both orally and in writing; problem solve; effectively use modern office equipment and technology; effectively use graphic and word processing software; develop and maintain effective working relationships and work collaboratively in a team setting; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates:**

- None

#### **Licenses:**

- Valid Class C Driver License that allows you to drive in the course of your employment

#### **Registrations:**

- None

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. Occasionally, work may be performed at field locations, with long periods of standing or walking to gather data or to photograph structures or plant equipment.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. Occasionally, work may be performed at field locations where dust, dirt, heat, or chemicals are present. This field work may involve moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, boots, goggles, gloves, or shields.

**Vision Requirements:** No special vision requirements.