



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

TECHNICAL WRITER II

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 43 Job #: XA60A
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JOB SUMMARY

This is the intermediate level position performing Technical Writer II job duties.

DISTINGUISHING CHARACTERISTICS

Work is performed on defined assignments with specific objectives. Established procedures for doing the work and guidelines are available. Positions at this level are expected to resolve typical problems, but consult others on nonstandard issues especially those involving significant deviation from the norm. Situations where existing guidelines cannot be applied are referred.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

1. Conducts documentation planning, including customer needs analysis, project planning and coordination, and scheduling for projects.
2. Conducts research and interviews to gather information and to document processes.
3. Prepares field and administrative procedures, studies, plans, reports, training materials, and other technical documents in accordance with established standards, guidelines and regulations.
4. Develops technical schematics, flowcharts, graphics, and other visuals including photographs and videos.
5. Performs document reviews for format and grammar; prepares and tests online documents; posts documents on-line.
6. May participate on a project team.
7. 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 four years of relevant experience; or an equivalent combination of education and experience; or three years in the MWD Technical Writer I classification.

Required Knowledge of: English composition and grammatical structure; advanced modern office equipment and technology; advanced word processing and graphic software; theories and practices of technical writing and communication; policy, procedure and manual development; engineering drawings and schematics; and current office equipment and technology.

Required Skills and Abilities to: English composition and grammatical structure; advanced modern office equipment and technology; advanced word processing and graphic software; theories and practices of technical writing and communication; policy, procedure and manual development; engineering drawings and schematics; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATION 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

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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.

Job Title: Technical Writer II
Job Code: XA60A
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Page 3