



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

TECHNICAL WRITER III

Group-Section: Corporate Resources Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 48 Job #: XA61A
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JOB SUMMARY

This is the journey level position performing Technical Writer III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and independently perform a variety of complex writing assignments. They use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions, for application to specific cases or problems. Work consists of creating a wide range of technical and administrative information for print, Web, and multimedia environments. The decision regarding what needs to be done depends upon an analysis of the issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: None

JOB DUTIES

1. Conducts documentation planning including customer needs analysis, scope definition, project planning and coordination, and scheduling for projects of advanced complexity that require alternate approaches and recommendations.
2. Prepares complex field documentation such as those related to chemicals, conveyance, treatment, distribution system, process safety, and maintenance using a variety of on-line technologies and media; also prepares administrative procedures, studies, plans, reports, training materials, event review documentation, operating policies and other documents in accordance with established standards, guidelines, and regulations.
3. Designs, develops, and produces technical schematics, flowcharts, graphics, and other visuals including photographs and videos to support various document projects.
4. Performs document quality and content reviews; prepares and tests online documents; posts documents on-line.
5. Assists in preparing scope of work for outside consultants and may participate in the evaluation of consultant proposals.

6. Prepares labor and cost estimates for capital projects.
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 six years of relevant experience; or an equivalent combination of education and experience; or two years in the MWD Technical Writer II classification.

Required Knowledge of: English composition and grammatical structure; advanced modern office equipment and technology; advanced word processing and graphic software; on-line documentation systems; 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: Research, analyze, design, develop, implement, and evaluate technical writing projects; collect and gather technical data; read and understand engineering drawings and schematics; read, comprehend, and present technical information clearly and accurately; create process flow diagrams, take technical photographs and create call-outs; exercises independent judgment and discretion; edit and proofread; communicate effectively both orally and in writing; perform complex problem solving; effectively use advanced word processing, project and graphic software, including creating templates and macros; develop and maintain effective working relationships and work collaboratively in a team setting; and advanced skill in operating 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.

Job Title: Technical Writer III

Job Code: XA61A

Adopted: 03/11/13

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Supersedes: 03/11/13

Page 2

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.