



Title: Technical Writer II

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Work Location: Los Angeles, California,

Description

The Metropolitan Water District of Southern California is a consortium of 26 cities and water districts that provides drinking water to nearly 19 million people in Southern California. Metropolitan's mission is to provide its service area with adequate and reliable supplies of high-quality water to meet current and future needs in an environmentally and economically responsible way. Metropolitan's facilities include the 242-mile Colorado River Aqueduct, five conventional water treatment plants with a combined capacity of 2.3 billion gallons per day, nine surface water reservoirs, 800 miles of pipeline, 16 hydroelectric power plants, and numerous support facilities.

TECHNICAL WRITER II

Metropolitan's Technical Writing Team has one (1) opening for a Technical Writer II at our Headquarters adjacent to Union Station in Los Angeles, California.

The Technical Writer II writes annual updates of manuals for treatment plant operations, maintenance, and chemical unloading facilities; writes and edits Metropolitan's technical and administrative manuals; may assist in editing board letters; and may provide support for online document management systems. The writer prepares field and administrative procedures, studies, plans, reports, training materials, and other technical documents using established standards, guidelines, and regulations.

Technical manuals include distribution system, treatment plant, process safety, and hydroelectric manuals. This position consults engineering drawings and specifications, conducts field interviews to gather information, and documents and verifies processes. The writer should be able to read basic engineering drawings and schematics. Familiarity with applicable safety regulations and codes that affect these documents is desired. Administrative writing work may include (but is not limited to) preparing emergency response manuals, desktop procedures, operating policies, and real property development manuals. Other duties include maintaining the Technical Writing Team standard templates and instructions, revising the Technical Writing Team IntraMet splash page, and developing technical schematics, flowcharts, graphics, and other visuals (including photographs) that support the technical manuals.

This position produces documents according to Metropolitan's technical writing process such as document planning, customer-needs analysis, project planning, coordination, resource allocation, and project scheduling. Documentation is written and produced to stringent publication quality standards. Extensive knowledge of English grammar and the ability to edit documents for composition, content, consistency, grammar, punctuation, syntax, usage, and format is critical. Documents primarily follow Gregg or Associated Press style guides.

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.

Work Schedule: 9/80 (Alternate Fridays off)

APPLICATION PROCESS:

In addition to your resume, you must provide a 1-3 page technical document that you have written or your application will not be considered. Email this writing sample to jobs@mwdh2o.com with the subject line "Technical Writer II - 5556529"

Required Skills

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 Metropolitan Technical Writer I classification.

Relevant experience: work experience writing procedural, technical, or administrative manuals and documents.

Required Knowledge: 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: 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.

License

Valid California Class C Driver's License or its equivalent in your state of residence that allows you to drive in the course of your employment is required at time of application.

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.

Job-Related Selection Criteria:

- 45% Technical Writing Skills

Grammar, punctuation, syntax, consistency, content, usage, composition

- 25% Technical Knowledge/skills

Knowledge of Gregg and Associated Press formats; experienced Microsoft Word, Excel, and Adobe Acrobat user

- 10% Teamwork/Interpersonal/Oral Communication Skills
- 10% Job Preparation (education, experience and training relevant to the position)
- 10% Project Management

100% Total

Benefits

BENEFITS

- Competitive compensation
- Excellent medical, dental, life, vision and retirement plans, including pension plan and 401k (with matching contribution), tuition reimbursement, and more
- Training and advancement opportunities
- On-site fitness center
- Excellent working environment
- Hub of public transportation: rail, subway, buses, and taxis
- Public transportation reimbursements and van pools

For more information on MWD benefits, please use the following link:
http://www.mwdh2o.com/PDF_Careers/benefits.pdf

This job announcement has been designed to indicate the general nature and level of work being performed by employees in this classification. It is not designed to contain or be interpreted as a

comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. To receive a copy of the complete job description, please send an email to jobs@mwdh2o.com.

The Metropolitan Water District of Southern California is committed to providing reasonable accommodations to qualified individuals with disabilities. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process, please call (213) 217-7738 or email jobs@mwdh2o.com.

MWD is a Federal and State EO employer - Veterans/Disabled and other protected categories

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