

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

Position Title: Technical Writer

Job Code: 002³75

Date Prepared: April 1, 1982

Summary Statement: The incumbent researches, develops, writes, edits and issues scientific, technical and/or engineering reports, manuals, briefs, proposals, catalogs, instruction books and related publications; researches and prepares public relations documents, briefing materials, speeches and replies to legal inquiries.

Dimensions: The incumbent has an indeterminate impact upon the section's operating budget. The incumbent does not have direct supervisory responsibility. The Technical Writer reports to the Senior Technical Writer.

Nature and Scope: The incumbent develops, writes and edits material for reports, manuals, briefs, proposals, instruction books, catalogs and related technical and administrative publications concerned with work methods and procedures; collects raw data from sources such as scientists and engineers involved in a nuclear experiment; reviews the data and coordinates its processing by automated data processing; assembles the automated data processing material into final format; prepares transmittal letters and then distributes the final report to the appropriate department manager for review; observes various production procedures and experimental activities in order to determine the operating procedure detail; interviews engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods; reviews manufacturer's dialogues, drawings and other data, relative to operation, maintenance and service of equipment; studies blueprints, sketches, drawings, part lists, specifications, mock-ups and product samples in order to write operating procedures and production sequence in detail; organizes materials and completes writing assignments according to set standards regarding order of clarity, conciseness, syntax, style and terminology; selects photographs, drawings, sketches, diagrams and charts to illustrate material; may assist in producing the final product including laying out material for publication, and arranging the type of duplication and distribution of material; may be required to write speeches, articles, for public relations releases, and may edit or make changes to material prepared by other writers; may take photographs which will illustrate publications for oral presentations; adheres to safety and security rules and regulations; promotes the Company's EEO and affirmation action programs; and performs related work as required.

Principal Contacts: The incumbent has frequent contact with scientific, engineering or management personnel inside or outside the Company for the purpose of collecting, organizing, developing and presenting technical report information.

TECHNICAL WRITER

Working Conditions: The incumbent normally works in general office conditions. Occasionally the incumbent is required to travel to various areas of the Nevada Test Site and outside the local area when assigned.

TECHNICAL WRITER

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Desirable Work Experience: Two years of experience in technical report writing in an engineering or scientific-related field.

Desirable Training: A bachelor's degree in the sciences, journalism or engineering.

Other Special Qualifications: None