

Technical Writer – Position Description

Job Title: Technical Writer
Department: Engineering
Reports to: Product Engineering Manager
FLSA Status: Non-Exempt
Prepared by: Human Resources
Rev Date: 05/27/2021

Job Summary:

LDJ Manufacturing is home to the Thunder Creek Equipment brand of premium diesel fuel and service trailers. We are an industry leader known for our uncompromising quality and reliability. LDJ is a family-owned company, with strong Midwest roots and values, and a passion to develop, manufacture, and market innovative solutions that provide value to our customers in the agricultural, construction, and oil industries throughout the United States.

Reporting to the Product Engineering Manager, the Technical Writer will create easy to understand content and documentation such as Product Owner's Manuals, Service Manuals, Product Assembly and Installation Instructions, and Standard Operating Procedures. The Technical Writer will work collaboratively with the Engineering and Manufacturing teams in the development of these documents.

Duties/Responsibilities:

- Exhibit LDJ's core values and culture in all aspects of the job
- Determine the needs of end users for technical documentation
- Work with technical staff to make products easier to use and thus need fewer instructions
- Use photographs, drawings, diagrams, animation, and charts that increase a user's understanding
- Select appropriate medium for message or audience, such as manuals or online videos
- Standardize content across platforms and media
- Gather feedback from users to further improve documents
- Manage updates and revisions to technical literature
- Additional duties as assigned by manager

Supervisory Responsibilities:

None

Required Skills/Abilities:

- Proven experience working in a technical writing position
- Excellent written and verbal communication skills
- Strong attention to detail
- Experience with SolidWorks and/or SolidWorks Composer is helpful
- Proficient in Microsoft Office
- Able to write explanatory and procedural documents for multiple audiences
- Ability to take and use photos to provide more clarity in documents
- Ability to prioritize and multi-task to keep projects on schedule

Education and Experience:

Associate's or bachelor's degree in a related field or a minimum of 3 years related experience.

Travel

This position requires minimal travel, but it is preferred to have the ability to travel up to 5% of the time with a valid driver's license.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds without restrictions. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.