

# HARPER INTERNATIONAL

## POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

### Part I - Reporting Structure

<b>Name:</b>	<b>Date: March 2011</b>
<b>Job Title: Technical Writer</b>	<b>Department: Engineering</b>
<b>Reports To: Director of Engineering</b>	<b>Supervises: N/A</b>
<b>Status:</b>	
<b>Completed By:</b>	

### Part II – Position Objectives

For major projects, to assist the project manager and project team with project control, technical standards, documentation and communication. The writer will communicate with the customer, collaborating companies, consultants and suppliers.

For routine product deliveries, write, assemble, and manage the flow of maintenance & instruction manuals for a range of high temperature materials processing equipment. Daily communication with designers, engineers, and manufacturing facility personnel.

### Part III – Job Responsibilities

Essential Duties
1. Develop technical manuals, test plans and requirements documents
2. Develop and communicate technical descriptors, planning, scheduling, progress reporting, and other documents
3. Interface with engineering and shop personnel to develop installation, operation and maintenance procedures.
4. Participate as a team member on multi discipline projects and clearly comprehend project requirements and effectively communicate them to others.
5. Create project deliverable documents such as training manuals, O&M manuals, project status charts.
6. Manage configuration management of drawings and information flow to customer and partner companies/suppliers
7. Understand systems/product development from concept to commissioning to effectively support project team objectives.

#### **IV – Knowledge, Skills, Education**

Knowledge, Skills, Education
1. Education: minimum 2 yr technical degree with minimum 4 years experience in an Engineering / Product Development workplace BS degree with technical writing / technical background...similar minimum 4 years experience.
2. Required: skilled in Microsoft Office to level of creating professional quality documents that incorporate visual content in the form of photos, screen shots, and flowcharts.
3. Other desirable experience Microsoft Project (or other scheduling programs), Microsoft Visio (or other flowcharting programs), other document preparation / publication programs.
4. Ability to present complex information in a clear and concise manner.
5. Good technical writing skills.
6. Strong technical background to understand inter-relationships of various subsystems and the ability to anticipate customer needs.

#### **V- Work Environment**

1. Office environment with regular interfacing with manufacturing facility personnel. Occasional travel.
2. Interaction with mechanical, electrical and chemical engineering professionals
3. Interaction with specialists in design, fabrication, installation, and commissioning of high temperature materials processing systems

#### **VI - Physical Demands**

##### **Physical Demands:**

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 talk and hear. The employee is frequently required to sit and use hands. The employee is occasionally required to stand or walk.

Employee must use computer, copiers, camera, and visit plant in performance of job function. Employee is required to inspect, observe, and photograph equipment in production on plant floor, or at subcontractor's facilities.

Employee is required to travel to customer and subcontractor sites for purposes of presentations and project coordination.