

Job Title: Technical Product Documentation Writer

Department: Product Management

Reports to: Project Manager

Summary: Online Development Inc is hiring a technical writer as we grow our development capabilities in the areas of Functional Safety (IEC 61508) and Cybersecurity (IEC 62443).

The technical writer creates and edits technical documentation for functional safety projects. Such documents include functional safety requirements, detailed design specifications and test plans as well as traceability matrices linking them. Requires a bachelor's degree. Typically reports to a project manager. Work is highly independent. May assume a team lead role for the work group.

Job Responsibilities:

- Work closely with Design Engineers in creating requirements and specifications that sufficiently describe a product or system
- Create draft copies in Word and circulate for review; consolidate feedback
- Enter documents in a structured document requirements management database (e.g. DOORS Next Generation....DNG)
- Circulate for formal review
- Define traceability linkages among requirements and with their implementation in related documents

Qualifications:

- Familiarity with functional safety requirements; understanding of requirement analysis, application to design and proof of fulfilment. Familiarity with automation hardware (PLCs, communications, I/O, etc.) (Rockwell Automation a plus)
- Experience with some of the following networking protocols: Common Industrial Protocol (CIP), EtherNet/IP, ControlNet, and DeviceNet

Preferred Qualifications:

- Experience with IBM DOORS Next Generation, or Rational DOORS
- Experience with Functional Safety (IEC 61508); TUV certification highly desired
- Experience with Python Scripting
- Understanding of System Engineering principles

Competencies:

- Job Knowledge
- Verbal and Written Communication
- Competence in MS Word, Excel, Visio, and Power Point
- Interpersonal Relations
- Planning and Organization
- An aptitude for learning new skills on the fly

Education:

- Bachelor's degree in technical communications, engineering or equivalent experience, including technical school and professional experience
- Minimum of five years of experience in a technical position