

**Job Number:** WFS-19-11

**Job Title:** Technical Writer III – Night Shift

**Supervisor:** Vice President Waséyabek Federal Service

**Status:** Non-Exempt /Service Contract Act

**Office Location:** Savannah River Site, South Carolina

Waséyabek Development Company, LLC (WDC) is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities. WDC is the holding company of an investment portfolio consisting of Commercial Real Estate, Federal operating companies, and Commercial operating companies. Waséyabek Federal Services, LLC (WFS) is a subsidiary of WDC, providing services to the Federal marketplace.

### **POSITION SUMMARY**

The night shift Technical Writer III will perform immediate procedure changes to technical procedures (i.e. Standard Operating Procedures, Round Sheets, Surveillance Procedures, etc). Other duties may include: develop Standard Operating Procedures in compliance with the DOE Order 422.1 and applicable standards for safely and efficiently operating a nuclear facility; develop and prepare Emergency Response and Alarm Response procedures to guide personnel response to emergency events and alarms; and develop and prepare technical administrative control procedures to ensure compliance with Documented Safety Analyses, Technical Safety Requirements, and regulatory requirements.

### **ESSENTIAL FUNCTIONS**

- Perform Immediate Procedure Changes to technical procedures (i.e. Standard Operating Procedures, Round Sheets, Surveillance Procedures, etc)
- Develop Standard Operating Procedures, Transfer Procedures, and other technical Documents to support SWPF Operations
- Review Technical Safety Requirements and incorporate these requirements in procedures
- Ensures Procedure formatting is in compliance with the Writers Guide and Templates
- Ensures consistency in application of technical abbreviation and acronyms, figure and table callouts and captions, and handling of boilerplate materials
- Serves as part of a functional team
- Work independently to complete assignments according to scheduled deadlines
- Performs other responsibilities associated with this position as appropriate

### **MINIMUM QUALIFICATIONS**

- High School graduate
- Ten (10) years of procedure writing experience required



- Five (5) years of experience developing all facets of technical procedures for a DOE facilities or Nuclear Plant required
- Preference will be given to candidate with experience writing technical procedures for a new facility and knowledge of incorporating Technical Safety Requirements in Standard Operating Procedures.
- Ability to pass a pre-employment drug screen
- Ability to pass a background investigation, including but not limited to nationwide criminal record search, and other relevant background information deemed necessary by WFS

### **PHYSICAL REQUIREMENTS**

Ability to work Night Shift

### **WORK ENVIRONMENT**

Office Environment

### **TRAVEL**

None

### **POSITION TYPE**

Service Contract Act (SCA) Employee – Technical Writer III

### **RELOCATION**

Relocation expenses are not provided

### **HIRING PREFERENCE**

Native American & Veteran Hiring Preferences will be applied in accordance with WFS policy

Waséyabek Federal Services is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.