



Rantec Power Systems Inc.
Los Osos, California

JOB DESCRIPTION

Title: Manufacturing Technical Writer

Date: September 2026

Department: Process & MFG Engineering

FLSA Status: Non-exempt

Reports To: Manufacturing Engineer

Scope

The Manufacturing Technical Writer supports production by creating clear, accurate documentation such as Assembly Instructions, Machine Operator Instructions, training materials, and software work instructions. These documents serve Electronic Assemblers, Machine Operators, technical staff, and entry-level employees.

The role maintains standardized manufacturing and process documentation, supports the documentation change notification process, and helps ensure a well-trained, cross-functional workforce. The writer reports to one or more Manufacturing Engineers and works within established documentation formats.

Essential Duties and Responsibilities including, but, are not limited to the following:

- Develop a strong understanding of current manufacturing processes and their impact on the Assembly team, enabling the creation of clear, practical, and accurate Assembly Instructions that support standard work.
- Photo or video documentation of production processes. Creating clear and detailed Assembly Instructions (AI), Manufacturing Operation Instructions (MOI), Training Courses (TC), Job Breakdown (JB), Process Control Plan (PCP) and other technical documentations to control the method of manufacturing.
- Observe manufacturing operations and photograph key steps and product to illustrate the assembly process and desired outcomes, supporting creation of comprehensive work instructions.
- Write in simple, clear, and direct instructions that show sequence of assembly steps, pitfalls to watch out for, and acceptable or rejectable criteria where applicable.
- Update text notes in Process Router using Syteline ERP software.
- Update documents using Microsoft suite software.
- Interface with manufacturing, engineering, test and inspection groups as necessary during the document creation to ensure the document will clearly address the needs of each group.
- Write or update training course content that covers product knowledge, process training, or Rantec business processes.
- Creating and merging training content from text format into power point for e-Learning software updates.
- Ability to work flexible hours and/or different shifts, if needed.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- A two- or four-year college degree with an emphasis in communication and writing.
- 0-2 years' experience working in a production environment preferred.
- Prior work or project experience involving technical writing and procedural documentation is desirable.
- Strong written and verbal communication skills.
- Strong working knowledge of Microsoft Office programs.
- Sound reasoning skills (critical thinking) and ability to communicate complex processes.
- Proficient in Microsoft Office
- Ability to communicate effectively with all levels of employees as well as outside sources.
- Strong interpersonal skill and ability to effectively communicate with all levels of personnel including managers and supervisors.

Physical Requirements

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a factory environment, including moderate noise and chemical odors
- Moving between sitting, standing and walking
- Consistently lifting and handling up to 10 pounds and periodically lifting up to 25 pounds.
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction, if needed, to perform hand soldering and wiring of assemblies.

Employee signature below constitutes the employees understanding of the requirements, essential functions and duties of the position.

EMPLOYEE NAME (PRINTED): _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious beliefs.