



**Shur-Co®**, LLC

World Headquarters - Yankton, SD, USA

2309 Shur-Lok Street | Yankton, SD 57078-0713

Ph: 1-605-665-6000 | Fax: 1-605-664-9302

[www.SHURCO.com](http://www.SHURCO.com)

**Job Title:** Technical Writer/Illustrator  
**Type:** Full Time  
**Schedule:** Monday – Friday 8:00a – 5:00p  
**Department:** Centralized Services  
**Reports To:** Technical Program Manager

### **ABOUT SHUR-CO®:**

Shur-Co®, LLC, is headquartered in Yankton, South Dakota, and is a leading provider of covering systems, parts and service to the global transportation market. With over 60 years of industry experience, Shur-Co® now manufactures a wide offering of tarp systems and accessories for trucks, trailers, carts and specialty equipment used in the agriculture, construction, waste and flatbed markets. Shur-Co® operates 13 production sites and sales locations in the United States, Canada and the United Kingdom, giving you the opportunity to work with employees and customers all over the world. We are always looking for well-qualified candidates to fill a variety of open positions. Check out all of our opportunities at <https://www.shurco.com/about-us/careers/>.

### **SUMMARY**

Develop, write, illustrate and edit material for owner's manuals, instruction sheets, and related technical publications in print or electronic media.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following. Other duties may be assigned.

- Ability to relay technical terminology and processes into easily understandable text and illustrations for a non-technical audience.
- Understands basic concepts responsible for writing technical copy for various types of documents.
- Write, rewrite and/or edit technical documents using engineered sourced drawings and write-ups keeping formats consistent with current layout standards.
- Observe developmental, experimental, and installation activities to determine operating procedures and detail.
- Work with internal teams to obtain an in-depth understanding of the product for documentation requirements.
- Study blueprints, sketches, and drawings to better understand and describe operating procedures and installation sequences in detail.
- Organize material and complete assignments with specific regards to order, clarity, conciseness, style, and terminology.
- Develop and maintain standards for and participate in keeping records and files of work and revisions.
- Select photographs, drawings, sketches, diagrams, and charts to illustrate material.
- Create illustrations by modifying engineering sourced 2D/3D files as needed to further clarity and define a particular sequence of activity.
- Assists in laying out written material and drawings for publication.
- Facilitate final approval from both Engineering and Graphics.
- Arrange for formatting, reproduction, and distribution of material.
- Effective time management skills with the ability to work independently to meet strict deadlines.
- Must continuously exercise discretion and good judgment while performing all job related functions and keep supervisor informed of job related activities as well as any unforeseen problems.
- Attendance is an essential job function, you must report to work on time and accurately complete the daily duties assigned.
- Other job duties assigned as needed.

### **QUALIFICATIONS**

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

1. An Associate's degree (A.A.) in Mechanical Drafting Engineering Technology or equivalent to a two-Year College or Technical School.
2. Experience using AutoCAD and AutoDesk Inventor or comparable drafting software a plus.
3. Experience using Adobe Creative Suite Software including InDesign and Illustrator or comparable publishing software for creation of manuals and other publications.





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4. Previous experience in technical writing or related field may be used in lieu of education.

#### **MATHEMATICAL SKILLS**

1. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages
2. Ability to apply basic concepts of algebra and geometry.

#### **LANGUAGE SKILLS:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.

#### **REASONING ABILITY**

- Ability to solve practical problems and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to deal with problems involving several concrete variables in standardized situations.

#### **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 sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. Then employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

### **Employment will be based on the successful completion of a criminal background check**

Please contact Human Resources at 605-665-6000 for questions on the application process.

The position will remain open until filled.

