

# NOW HIRING

## Technical Writer

Minn-Dak Farmers Cooperative is seeking a full time, year round Technical Writer to ensure all lockout and tagout (LOTO) and operational procedures are in place, are accurately maintained, updated and disseminated to all appropriate audiences on a timely basis. This position reports directly to the Safety Manager.

### Essential Job Duties

- Must use software to create and update written procedures.
- Identifying machines and equipment subject to LOTO procedures. Identifying all energy sources for the equipment. Collecting data on equipment.
- Interfacing with operators, maintenance, and safety personnel to gather information about their equipment.
- Identify lockout points using power distribution panel drawings and legend. Identify lockout points using the P&IDs
- Educate and provide technical advice, coaching, guidance and mentoring to employees on LOTO and safe operating procedures.
- Develop job specific training material. Including startup/shutdown procedures, and troubleshooting
- Work together with all departments to provide accurate standard operating procedures.

### Qualifications

- BA or BS degree with a least 5 years of experience in an industrial setting. Safety background preferred, OSHA trained (OSHA 30), and experience with safety at state and federal level.
- Knowledge and familiarity of machinery in an industrial setting.
- Able to maintain stamina in a fast pace and large facility. (Example: walking most of the day in a manufacturing plant and able to lift, bend, climb stairs, etc.)
- Mechanical and electrical industrial systems and knowledge / aptitude. Those with maintenance, equipment installation or troubleshooting or repair backgrounds with good technical understanding preferred.
- Proficient in Microsoft Office and able learn other software in a rapid manner.
- Detail oriented with strong analytical and problem-solving skills
- Organized with excellent time management skills
- Excellent communication skills, written and oral, and ability to communicate effectively with employees at all levels

Starting pay based on education and experience. Comprehensive benefit program including: health, dental, and vision insurance, sign-on bonus, scholarship for new graduates, 401(k) plan, vacation, paid holidays, and after one year pension plan, life insurance, and LTD insurance.

### Application Process

All interested and qualified individuals are encouraged to provide a resume, cover letter and transcripts. Please email to [recruiting@mdf.coop](mailto:recruiting@mdf.coop) or mail to:

### MINN-DAK FARMERS COOPERATIVE

Attn: Valerie • 7525 Red River Road • Wahpeton, ND 58075  
701-671-1338



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