



## **TECHNICAL WRITER**

**Location:** Coldstream, BC  
**Application Deadline:** November 26, 2007  
**Terms:** Free lance technical writer

In 1969 the Okanagan Basin Water Board was established under the Municipalities Enabling and Validating Act. The primary work of the Okanagan Basin Water Board is to deliver programs that can only be properly undertaken at a basin-scale, including Eurasian Watermilfoil Control, grants for wastewater treatment, water conservation and water quality improvement, as well as the Water Board's new initiative supporting coordinated water management planning. The Water Board is leading a 2-year study of the Okanagan's current and future water supply.

The Okanagan Basin Water Board is a joint function of all three regional districts in the Okanagan Basin. The Water Board works together with all levels of government, First Nations, Interior Health, universities, water suppliers, community partners, farmers, and industry leaders to find collaborative solutions on a basin-wide scale for coordinated water management.

We are seeking a highly motivated individual with excellent technical writing skills to fill a contract position of technical writer reporting to the Water Stewardship Director. The Technical Writer's role is to develop written information about Okanagan water quality and quantity topics. Outputs will include pre-determined modules for the Okanagan Water Sustainability Strategy to be read by both technical and non-technical readers. The successful candidate will provide support in the development of the first Okanagan Water Sustainability Strategy.

### **QUALIFICATIONS**

The successful candidate will have strong technical writing skills with a graduate degree in environmental science, biology, chemistry or public policy OR a minimum of five (5) years of experience in technical writing.

### **EXAMPLES OF TASKS**

This list contains tasks that are associated with the job.

- Reviews and/or evaluates reports, documents, laws, rules, and regulations; edits prepares, or approves summaries of findings



- Writes or drafts technical reports, articles or related material based on research, investigation or analysis.
- Reviews and edits technical writing.
- Draws/creates and/or selects graphic charts, working drawings, illustrations, maps, etc., for publications/displays or similar projects; adapts sketches/drawings to meet specific technical or publication requirements.
- Performs research activities.
- Reviews and coordinates the preparation of water topic modules for management.
- Provides consultation, makes recommendations, gives appropriate advice, and/or facilitates decisions.
- Other tasks as agreed upon.

**KNOWLEDGE OF THE FOLLOWING THEORY, PRINCIPLES, PRACTICES AND/OR CONTENT:**

- research methods, techniques, and/or sources of information
- technical writing techniques

**SKILLS / ABILITY TO:**

- review and/or edit documents for accuracy and completeness
- use computer spreadsheet software
- use graphic and/or desktop publishing software
- use computer word processing software
- communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing
- support the development of new policies/procedures/standards and/or rules/regulations
- read, interpret and apply laws, rules, regulations, policies and/or procedures
- evaluate information against a set of standards
- speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally

Interested applicants should send a resume, covering letter and writing sample by 4:00 p.m. November 26, 2007 to:

Okanagan Basin Water Board  
9848 Aberdeen Road  
Vernon, BC, V1B 2K9  
Attention: Nelson Jatel, Water Stewardship Director  
Fax: 250.550.3701  
e-mail: [Monique.stone@obwb.ca](mailto:Monique.stone@obwb.ca)