

Engineering Technical Writer – Denver/Boulder

JVA has an opening for an Engineering Technical Writer to join our environmental and civil engineering teams in our Boulder or Denver office. We are seeking a highly motivated person to develop clear, concise technical documentation.

As part of JVA's thriving Environmental and Civil Engineering teams you will work with mindful, experienced engineers in documentation preparation, including project manuals, specifications, reports, calculation spreadsheets, and any other relevant documents generated in association with environmental and civil engineering. The candidate will further assist in generation and proofreading of various deliverables, including reports, presentations, documentation, and others. In addition, the candidate will assist in administrative support tasks such as copying, filing, office management.

This position will assist engineers and technical staff

Responsibilities

- Maintain documentation directories and upkeep the knowledge base library
- Review published materials and recommend revisions or changes in scope, format, content, methods of reproduction and binding
- Confer with engineers and to establish specifications and produce project manuals
- Complete writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology
- Create calculation templates in Excel
- Assist non-engineering departments with documentation needs
- Administrative support (copying/fling, office management, etc. as-needed)

Minimum Qualifications

- Excellent written and verbal communication skills
- Expertise in Microsoft Office including Word and Excel
- Must be organized, detail-oriented, and able to multi-task and prioritize tasks
- Experience with Sharepoint (preferred)
- 3 to 10 years technical writing

About JVA

Founded in 1956, JVA, Inc. is a 100+ person firm with offices in the downtown communities of Boulder, Fort Collins, Winter Park, Glenwood Springs, and Denver, Colorado. We specialize in civil, infrastructure, environmental, water/wastewater engineering, structural and historic preservation for public and private entities across the state. We are employee owned, offer a competitive benefits package, advocate professional growth, and have long-standing relationships with contractors, architects, builder's groups, professional organizations, and community outreach programs. We also have a strong internal corporate culture with sponsored events and social activities throughout the year.

To Apply

Send your resume and cover letter to JVA, Inc. 1319 Spruce St, Boulder, CO 80302

Please visit our website at www.jvajva.com.

Competitive benefit package