



Process Technical Services
14550 Torrey Chase Blvd, Ste 220
Houston, TX 77014
1 (800) 426-2317
www.ProcessTechnicalServices.com

Procedure Developer

The Procedure Developer is responsible for creating, reviewing, and maintaining clear, accurate, and compliant operational procedures, work instructions, and technical documentation. This role collaborates with subject matter experts, operations teams, and leadership to ensure procedures support safe, efficient, and standardized work practices across the organization.

Responsibilities

- Develop, write, and maintain standard operating procedures (SOPs), work instructions, and technical documentation.
- Collaborate with operations, engineering, training, and safety teams to gather process requirements and technical details.
- Review existing procedures to identify gaps, inconsistencies, or opportunities for improvement.
- Ensure all documentation aligns with regulatory requirements, safety standards, and company policies.
- Translate complex technical processes into clear, user-friendly instructions.
- Manage document control, version tracking, and revision histories.
- Support procedure validation, audits, and approval workflows.
- Assist with process improvement initiatives by identifying procedural enhancements.
- Coordinate updates related to equipment changes, system upgrades, or operational changes.
- Provide documentation support for training, onboarding, and compliance programs.

Qualifications

- Bachelor's degree in Technical Writing, Engineering, Business, Process Technology, or related field preferred.
- 3+ years of experience in technical writing, procedure development, operations, or document control.
- Strong writing, editing, and documentation skills with excellent attention to detail.
- Ability to understand and document complex technical or industrial processes.



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- Experience in industrial, petrochemical, manufacturing, or regulated environments preferred.
- Proficiency with Microsoft Office, document management systems, and technical documentation tools.