

Technical Editing & Writing Specialist: Technical Editing & Writing Specialist

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Writes, rewrites and/or edits technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences. Acquires subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. Oversees preparation of illustrative materials, selecting drawings, sketches, diagrams and charts. Conducts quality review of materials.

Knowledge

Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts, and principles.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgement or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liason

Frequent internal company and external contacts. Represents organization on specific projects.

Work Products (Examples may include but are not limited to)

User's Guide/Operator's Manual General Information Equipment Description & Data Control's, Indicator's, and Connectors Operating Procedures Maintenance Instructions (PMCS) Troubleshooting Procedures Operator Maintenance Unit/Aviation Unit Maintenance Manual General Information Equipment Description & Data Maintenance Instructions (Troubleshooting) Installation Procedures Intermediate/Aviation Intermediate Maintenance Manual General Information Equipment Description & Data Maintenance Instructions (Op Checks/Troubleshooting) Remove and Replace Procedures Illustrated Parts Breakdown Manual General Information Technical Bulletin General Information Installation Procedures

Minimum Education and Experience

3+ years directly related experience with Bachelor's Degree in Business or related field. Intermediate MS Word, Powerpoint and Excel skills.