

# Technical Editing & Writing Specialist: Sr. Technical Editing & Writing Specialist

---

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**

Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.

## **Problem Solving**

Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

## **Discretion/Latitude**

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

## **Impact**

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

## **Liason**

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.

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

User's Guide Operator's Manuals Unit/Aviation Unit Maintenance Manuals Intermediate/Aviation Intermediate Maintenance Manuals Illustrated Parts Breakdown Manuals Technical Bulletins Depot Maintenance Manuals Bids

## **Minimum Education and Experience**

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