

Technical Editing & Writing Specialist: Technical Editing & Writing Specialist

III

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

Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.

Problem Solving

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

Discretion/Latitude

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Liason

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

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 Principles of Operation (Theory) Maintenance Instructions (Troubleshooting) Installation Procedures Intermediate/Aviation Intermediate Maintenance Manual General Information Equipment Description & Data Principles of Operation (Theory) Maintenance Instructions (Op Checks/Troubleshooting) Remove and Replace Procedures Illustrated Parts Breakdown Manual General Information Technical Bulletin General Information Installation Procedures Depot Maintenance Manual Bids

Minimum Education and Experience

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