

Millennium InternationalTech
Job Description

JOB TITLE: Avionics Technical Writer

SUMMARY

The Technical Writer will be responsible for preparing test and maintenance manuals for military and commercial avionics components and test equipment. Technical writing source material comes in the forms of engineering drawings, software description documents, test plans, design specifications and documentation, as well as discussions with engineers, technicians, program managers, and customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Research, document, and draft detailed avionics component test maintenance procedures, troubleshooting procedures, fault isolation procedures, checklists, training materials, and other procedures and reports in accordance with company, customer, and FAA requirements.

Interpret Engineering drawings and process documents to create accurate technician-oriented work instructions that fully meet design specifications

Interact with engineers, subject matter experts, and shop personnel to ensure that work instructions are accurate and comprehensible.

Incorporate redlines from Engineering and Shop personnel into existing documents.

Develop and review existing and new technical documents for content, accuracy, clarity, format, and version control.

Recommend revisions or changes in approaches, scope, format, methods of document production and distribution.

Selects or recommends use of layouts, graphics, drawings, tables, exhibits, illustrations, charts, and storyboards to amplify or clarify publications objectives.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Analytical - Collects and researches data; uses intuition and experience to complement data.
- Design - Uses feedback to modify designs; applies design principles; demonstrates attention to detail.

- Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem solving situations.
- Project Management - Completes projects on time and budget.
- Technical Skills - Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.

Interpersonal

- Interpersonal Skills - Focuses on solving conflict, not blaming; remains open to others' ideas and tries new things.
- Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; puts success of team above own interests.

Organization

- Ethics - Treats people with respect; keeps commitments; works with integrity and ethically; upholds organizational values.
- Organizational support - Follows policies and procedures; supports organization's goals and values;

Self-management

- Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.
- Professionalism - Reacts well under pressure; accepts responsibility for own actions; follows through on commitments.
- Quality - Monitors own work to ensure quality.
- Adaptability - Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays, or unexpected events.
- Dependability - Keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Innovation - Meets challenges with resourcefulness; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelors Degree in a technical discipline or related field with 3+ years of experience in technical writing for commercial avionics products. An equivalent combination of relevant education and experience is acceptable.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of: Word Processing Software (Word and/or Pages); Spreadsheet Software (Excel); Publishing/Layout software (Publisher); Document Delivery and Form Creation Software (Adobe)

OTHER SKILLS AND ABILITIES:

- Remain calm and professional in stressful situations.
- Detail-oriented and work effectively under pressure while meeting all applicable deadlines.
- Must be able to work independently and productively with minimum supervision; able to manage multiple projects.
- Recognize problems, identify possible causes and resolve routine problems.
- Establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms.

The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.