



TECHNICAL WRITER

Job Responsibilities

- Fully participates in and support the Fulcrum Concepts Quality Management System
- Develops, writes, and edits material for reports, manuals, briefs, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, installation, operation, and maintenance of defense and aerospace products
- Technical writing duties include researching, documenting, and developing detailed procedures to include operating, maintenance, troubleshooting, fault isolation, checklists, technical specifications, field service bulletins, training materials, and other procedures and reports to FAA and/or USG/Prime customers
- Determines the needs of end users of technical documentation
- Gathers usability feedback from customers, designers, and manufacturers
- Interfaces with subject matter experts as needed in the writing, editing, and publication of various types of documents such as technical manuals, orders, specifications, modification work orders, test plans, procedures, and results, reports, plans, training material and presentations
- Able to augment text with selection of illustrations, photographs, drawings, diagrams, animation, and charts that increase users' understanding
- Researches a variety of assigned topics and develops writing plans and outlines
- Assists in the development of supporting materials (illustrations, tables, etc.) by sending illustration requests in a timely manner and with clearly detailed specifications
- Reviews technical documents for content, accuracy, and format
- Proficient with XML authoring and data entry
- Utilizes appropriate computer software and XML coding for technical documentation for IETMs
- Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing
- Tracks and monitors flow of all documents from inception to distribution of final copies for each assigned technical publication project
- Organizes and writes supporting documents for products
- Ability to comprehend source material in the form of engineering drawings, software description documents, test plans, design specifications/documentation, as well as discussions with engineers, pilots, mechanics, armament technicians, and military/civilian customers.
- Knowledge of S1000D Standards and ability to implement standards. Knowledge of military standards, such as MIL STD T40051, 3031 and 63029, preferred.

Give me a lever long enough, and a fulcrum on which to place it, and I shall move the world - Archimedes



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Physical Requirements

- Ability to lift light load as necessary
- Ability to operate in a clerical, office setting, routinely using standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.

Knowledge and Experience

- Prior experience as a technical writer in an aviation/defense field
- Excellent written and verbal communication skills
- Ability to comprehend, analyze, and interpret documents
- Ability to interpret engineering drawings and other engineering resources
- Proficient working with Microsoft Office Suite, Solidworks Composer, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat Pro DC and Adobe InDesign CC, ArborText XML Editor (or comparable), and other applications, including interactive manuals and desktop publishing.

Additional Skills That Are Not Required but Beneficial Include:

- Knowledge of applicable military standards, specifications, and test practices
- Familiarity with MIL-STD-40051, S1000D, and/or IETMs
- Knowledge of XML style writing as it applies to above standards and IETMs

Education

- Bachelor's degree in writing or publishing related field
- Must demonstrate a technical understanding of aviation and armament technology; previous technical experience preferred
- Ability to work in a dynamic environment with emphasis on flexibility in adapting to changes as a result of refinements

Benefits include:

- 401(k) Safe Harbor Savings Plan
- Medical, Dental, and Vision Insurance Plans
- Short and Long Term and Disability
- Vacation and Sick Leave Packages
- 12 Paid Holidays each year
- 9/80 Work Schedule

The assigned personnel are responsible for the listed duties and responsibilities plus any other direction and responsibilities assigned by the Managing Members.

Fulcrum Concepts, LLC is a service disabled, veteran-owned, small business that provides innovative services and products to solve requirements for its customers. Fulcrum Concepts, LLC specializes in solutions for tactical aviation organizations and is structured to provide comprehensive solutions that begin with an initial requirement and end with fielded products. At



Fulcrum Concepts, the unique combination of operational experience and a robust aerospace engineering capability enable the company to provide elegant, lightweight, enduring solutions for its customers.

Fulcrum Concepts, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or veteran status. In addition to federal law requirements, Fulcrum Concepts, LLC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

