



SENIOR TECHNICAL WRITER

Job Responsibilities

Meets all the job responsibilities of Technical Writer and Junior Technical Writer in addition to:

- Leads a team of technical writers through the complete publication process which starts with source drawings and is finalized in either IETP or print publications.
- Trains junior tech writers on all responsibilities associated with technical publications.
- Develops materials 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/aerospace products.
- Researches, documents, and develops 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.
- Meets deadlines with technically accurate publications/projects. May include developing outlines or utilizing planning tools with target dates as checkpoints to maintain accountability.
- 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.
- Reviews illustration requests and publication content for technical accuracy and ensures the publication meets specification requirements. Ultimately responsible for the finished product.
- Interacts comfortably with customers and users to receive feedback; quickly inputs customer requests when valid, as well as defend decisions made with data and specifications.
- Proficient in authoring, editing, and reviewing xml language.
- Maintains a common source database. Able to generate new issues and revisions.
- Ability to correctly read and interpret engineering drawings and other source documentation, as well as manage discussions with engineers, pilots, mechanics, armament technicians, and military/civilian customers.

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.

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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Knowledge and Experience

- A minimum of five years' experience as a technical writer in an aviation/defense field
- Excellent written and verbal communication skills
- A minimum of three years required authoring, editing, and reviewing xml language
- 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), EAGLE Publishing System, and other applications, including interactive electronic 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, MIL-STD 63029J, MIL-STD 3031A, S1000D, and/or IETMs
- Proficient xml authoring as it applies to the above standards and IETMs

Education

- Bachelor's degree in writing, publishing, engineering, or related field. Minimum of eight years military technical writing experience will substitute for degree requirement.
- Master's degree in technical, writing, or publishing field preferred
- Must demonstrate a technical understanding of aviation and armament technology
- Ability to work in a dynamic environment with emphasis on flexibility

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
- 13 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, or genetics. 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.

