

Aviation Technical Writer

Reports to: Chief Inspector
Division: Everts Air Cargo

Department: Inspections
Station: FAI

Job Summary:

The technical writer will develop and maintain technical documents for internal and external publication. Document types include owner's manuals, service & maintenance manuals, service bulletins and other support related documents. The technical writer will work closely with representatives from engineering, operations, quality, and Maintenance departments in the development of these publications. Responsibilities also include oversight of document tracking and revision status of all technical publications within the company system databases. The technical writer will also conduct research related to applications and service requirements for other manufacturer's products installed on company aircraft. The technical writer reports to the Chief Inspector.

Essential Functions:

1. Provide daily support with revising and maintaining the Technical Publications Manuals in a current status:
 - Maintain the revision cycles of Technical manuals for EAC, EAA, and EAF.
 - Maintain the currency of all electronic manufacturer manuals posted on the company cloud.
2. Update Shared Review Tracker with each step during the revision changes to company manuals.
3. Coordinate the printing and distribution of required paper copies of manuals.
4. Monitor the return of Transmittal Revision Sheets to ensure paper copies have been updated.
5. Perform annual audits for all controlled manuals maintained in the library:
 - Resolve audit findings for the controlled/uncontrolled publications.
 - Maintain master and historical reference for all hardcopy manuals.
6. Responsible for revision, obtaining signatures of acceptance, distribution of FAA issued accepted manuals.
7. Perform other duties as assigned.

Additional Duties:

1. Maintaining web based manufacturer's manuals.
2. Maintaining Shared Review Tracker of Technical manuals in revision.
3. Creating, updating and maintaining aircraft libraries as it pertains to Technical Publications.
4. Constructing manuals to include technical writing from the ground up, to include Service Bulletins and STC ICA's into AMM instructions.
5. Updating technical manuals on the FAI cloud or Avantext drive.
6. Provide training support for Adobe Shared Review users.
7. Assisting employees with application support and general IT issues.
8. Perform biannual audits of all technical manuals for applicability to aircraft and currency.
9. Perform audits on A/C libraries in a timely manner as needed.
10. Contacting manufacturers to validate current manual revisions.

Additional Responsibilities:

Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company and report any Safety Hazards.

5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

Security

1. Maintain employee vigilance and report all security concerns.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. Must have above average computer skills.
2. Must be proficient in Frame Maker, Word, Excel, Access, and Adobe Acrobat.
3. Technical writing and aviation maintenance experience preferred.
4. Bachelor degree in English or Technical Writing preferred.
5. Should have a working knowledge of illustrations and graphics.
6. Ability to problem solve as well as multi-task and resolve issues quickly and professionally.
7. Possess a strong attention to detail.
8. Experience and proven ability to succeed in a support position.
9. Must be open to learning new programs and technologies.
10. Comfortable with changes to scheduled priorities, interruptions and deadlines.

License Requirement:

1. Valid Driver's License

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____ Date _____

Employee Printed Name _____