



POSITION ANNOUNCEMENT
Cecil Airport • Jacksonville, Florida

TECHNICAL PUBLICATIONS EDITOR
MRO Services / Engineering



Starting Salary Range: \$58,606 to \$71,132 per annum, DOE
FLSA: Exempt

Tactical Air Support, Inc., a growing national company, provides domestic and international “Center of Excellence” training and advisory services in tactical aviation, as well as the production, modification, and sustainment/maintenance of high-performance aircraft. We “Serve Those Who Serve” with innovative aviation solutions while maintaining a balanced focus on our customers and our teams and we are seeking a **Technical Publications Editor** to join our team.

MRO Services’ mission is to engineer and execute modifications to company and U.S. military aircraft. MRO Services team members are part of innovative and groundbreaking activities that are blazing new paths for its customers in the adversary aircraft fighter mission.

This position is located in Jacksonville, Florida, the largest city in Florida with a population close to one million people. Jacksonville boasts the largest Naval port in the United States and offers communities rich in history, arts and culture, entertainment, recreation, and cuisine. There is truly something for everyone. Check out <https://www.lifestorage.com/blog/moving/moving-to-jacksonville-fl/> for more information about living in Jacksonville.

The ideal candidate for the **Technical Publications Editor** position will be proficient with Adobe Creative Suite and working with a team of Technical Writers. This position will be responsible to coordinate, analyze, and provide editorial/graphic skills to technical military aircraft maintenance manuals and technical orders. The successful performance of this position will require candidate to meet and support the business goals and mission of the company.

The key desirable and preferred requirements for this position include:

- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. Please refer to the position profile for complete job description and requirements.
- Proficiency and experience with Adobe Creative Suite (e.g., Framemaker, and Illustrator) to create illustrative visual aids in technical publications is highly advantageous.
- Specialize in editing material regarding work methods and procedures.
- Ensure effective management of assigned program areas.
- Effectively and efficiently manage and utilize resources across projects including project team and vendors.
- Strong organizational and time management skills with ability to correctly prioritize workload to maintain schedules, deadlines, and standards on assigned projects.
- Ability to manage multiple roles and projects and to see the big picture.
- Ability to remain calm under pressure and be adaptable.
- Creativity, positivity, and confidence.
- Occasional travel to various work sites throughout the U.S. may be required.
- Ability to obtain or possess current U.S. government Secret clearance.
- This position is subject to pre-employment and random drug/alcohol screening (including for marijuana) per DOT/FAA requirements for safety sensitive positions.

Tactical Air offers a comprehensive benefits package, including (but not limited to) 401K retirement savings plan with employer match, full health/dental/vision care, and life insurance. The level of position offered will be dependent upon background and qualifications. If you are a dynamic, self-motivated individual who appreciates challenging yet rewarding work, with a keen interest in cutting-edge aircraft mission systems development and maintenance, Tactical Air invites you to apply.

If any applicant requires assistance in accessing or completing an employment application, please contact Human Resources.

*Tactical Air is proud to be an **EOE AA M/F/Vet/Disability** Employer*

Tactical Air Support, Inc.

Position Description

TECHNICAL PUBLICATIONS EDITOR

Reports to: Technical Publication Manager, Director of Engineering, or as Assigned
Classification: Exempt
Date: 1 June 2023

Tactical Air Company Values:

- **Integrity** – we are honest and truthful in what we say and do.
- **Excellence** – we develop the highest quality people, products, and services.
- **Respect** – we are proven experts valued for our ability and experience.
- **Reliability** – we provide consistent, dependable, and trusted performance.
- **Commitment** – we are dedicated to our mission, customers, and each other.

Core Values:

- **Character matters.**
- **Safety is a byproduct of our professionalism.**
- **Excellence is our standard.**

Employees are expected to apply and follow these principles in the performance of their respective duties:

- Pursue excellence and be accountable.
- Develop working knowledge of company programs and services.
- Learn and comply with company and departmental policies, protocols, and systems.
- Apply customer service practices and emotional intelligence to cultivate and maintain professional and respectful relationships with co-workers, customers, public/private officials, partners, suppliers, local communities, and the general public.
- Be aware of safety program and policies and practice safe work habits.
- Perform quality work with or without direct supervision.
- Work collaboratively, cooperatively, and effectively with co-workers, managers, and stakeholders whether as a team player, team leader, or individual contributor.
- Serve as a mentor, coach, encourager, and motivator to fellow colleagues as needed.
- Exercise self-motivated, self-directed, independent, and mature decision-making, problem-solving, creative thinking, and analytical skills.
- Approach work with energy, a positive attitude, and sense of humor.
- Be flexible, adaptable to change, and willing to learn.
- Be a good steward of company resources, using time and resources wisely.
- Safeguard confidential and proprietary information in accordance with company and legal requirements.

Position Summary

Under general direction, the Technical Publications Editor will be responsible to review and refine the work of technical writers and coordinate activities of writers engaged in preparing technical military aircraft maintenance publication manuals and technical orders for Tactical Air Support and customers. The Technical Publications Editor is a key contributor in the production of technical materials with a focus on military aircraft and will utilize proofreading, editing, writing, and graphic skills to prepare written articles, design templates and graphics, develop manuals, and maintain technical content.

Tactical Air Support, Inc.

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TECHNICAL PUBLICATIONS EDITOR

The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; work environment; and authorizations/clearance are generally representative of the *minimum or preferred requirements to enter the job and capably perform the duties and responsibilities*. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education, Work Experience, and Licenses

- High School Diploma/GED; Bachelor's Degree in Journalism, English, Applied Science, Mathematics, Engineering, or related field preferred.
- Proven and progressive experience in publications production as a technical editor, working with a variety of style guides.
- Experience in writing documentation and procedure manuals for various audiences.
- Experience with desktop publishing (Adobe Creative Suite and XML tools, preferred), multimedia production, and online documentation.
- Equivalent combination of training, education, and experience in a relevant field or industry.
- Valid State Driver License.
- Familiarity or experience with the U.S. Armed Forces and Department of Defense (DoD) federal contractors and the aerospace, defense, or commercial aviation industry preferred.

Essential Functions Required

The essential functions for this position may include, but are not limited to:

- Coordinate with engineers, technicians, subcontractors, and customers to ensure document accuracy, establish technical specifications, determine specific or general subject material to be developed, and resolve problems concerned with developing and publishing subject material.
- Analyze developments in aircraft maintenance and production to determine need for revisions, corrections, or changes in previously published materials and development of new material.
- Review written technical documents for clarity, grammar, spelling, punctuation, content, and style.
- Make any necessary corrections to technical documents.
- Provide feedback and editorial advice to technical writers.
- Ensure all written content meets company standards.
- Develop, communicate, and adhere to goals for content and workflow.
- Create templates for technical writers that are easy to apply and adapt.
- Select or recommend graphics such as drawings, diagrams, picture, and charts to illustrate manuscript.
- Conduct quality assurance on all printed technical materials.
- Conform to strict editing guidelines and security clearance protocols.
- Effectively and efficiently manage and utilize resources across projects including project team and vendors.
- Other duties as assigned.

Knowledge, Skills, and Abilities (KSAs)

- Demonstrated in-depth knowledge of proofreading and editing practices.
- Knowledgeable in technical concepts.
- Develop specialization in editing material regarding work methods and procedures.
- Strong computer skills with ability to utilize various software and applications (Microsoft Office 365/GCC High/MS Teams, Adobe Creative Suite) for creating documents and reports, spreadsheets, presentations, and publications as required; web-based applications for organizing work, communications, or data entry; virtual office/cloud-based file sharing.

Tactical Air Support, Inc.

Position Description

TECHNICAL PUBLICATIONS EDITOR

- Proficiency utilizing Adobe applications (i.e. FrameMaker, Illustrator, PDF, etc.) to illustrate and add visual aids to maintenance manuals.
- Ability to properly handle classified materials and/or protected information and/or materials, manage files, and maintain records in compliance with standard or required recordkeeping practices.
- Strong communication skills with the ability to provide information to colleagues, customers, co-workers, or other stakeholders (internal and external) utilizing various communication formats and tools, and exhibiting appropriate body language and listening skills, with emphasis on sharing or transmitting technical information with clarity and accuracy.
- Ability to read, write, and speak English to communicate in a clear, straightforward, and professional manner.
- Ability to plan and carry work through to completion with accuracy and attention to detail.
- Ability to comfortably manage multiple tasks and projects utilizing time management and organization skills.
- Knowledge of proper use of government classified networks, telephone, and email practices and etiquette.

Physical Demands

- Extended periods of sitting.
- Extended use of desktop/laptop computer and peripheral equipment.
- Extended periods of concentration, reading, and analyzing fine print.
- Occasional stooping, standing, and carrying.
- Occasional lifting up to 50 pounds (with assistance, if required).
- Regular use of hands and fingers to handle, feel, or operate objects, tools, or controls; reaching with hands and arms.
- Frequently required to actively talk, listen, and hear.
- Regularly ascend/descend stairs.

Work Environment

While performing the duties of this position, employees may encounter the following, but not limited to, work situations:

- Fast-paced, high-pressure, safety-conscience environment.
- Occasional aircraft hangar or warehouse environment with exposure to loud noises, fumes from engines and chemicals, unpredictable climate (hot/cold), and electrical shock, or trip or slip hazards.
- May be exposed to or required to handle hazardous materials.
- Specific work hours determined by operational, departmental, or contractual requirements.
- Occasional evening, weekend, holiday, and overtime work may be required.
- Occasional travel to various work sites throughout the U.S. may be required.
- Tactical Air Support is a Drug & Alcohol-Free Workplace.

Work Authorization/Security Clearance

- Must be lawfully eligible to work in the United States and complete a U.S. government I-9 Form.
- Eligible to obtain or possess current U.S. government security clearance required.

The statements herein are intended to describe the general nature and level of the position but may not encompass all specific job tasks an employee so classified may be required to perform. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted

**Tactical Air Support, Inc.
Position Description**

TECHNICAL PUBLICATIONS EDITOR

to meet the business needs of Tactical Air Support, Inc. Furthermore, this position description does not establish a contract or implied contract for employment.