

HEATH TECNA

Job Posting

Title: Technical Services Lead
Reports To: Operations Manager
Application Deadline: Until Filled
Posting: Internal/External

Responsibilities:

- Provide leadership and guidance for the Technical Publications team and aid in preparation IPC's, CMM's, AMM's, WDM's, SMM's, RSPL's and service bulletins for aircraft interior products.
- Investigate engineering data packages to determine effect on IPCs, CMM's, WDM's, SSM's, AMM's, RSPL's and service bulletins and assign applicable tasks into the EDB.
 - Consult with engineering, program management or vendors as needed to support programs.
 - Write new and revise existing publications as required by EDB schedule and task assignment.
 - Establish compliance of publication manuals with respect to HT and ATA requirements.
 - Provide illustrations using CAD software packages.
 - Research and compile required electrical wire and equipment data for inclusion in maintenance manuals.
 - Check publication packages for completeness and accuracy.
 - Assist in group leadership by being a central point of contact for Technical Services customers and delegate issues and questions to appropriate team members.
 - Manage and maintain the Technical Publications Mailbox.
 - Assist in training new department personal.
 - Assign tasks in the Engineering Database.
 - Be a model of 6S and Lean initiatives and drive like involvement from the group.
 - Other duties as assigned by department manager.

Requirements:

- 5 years experience preferred in writing or publishing maintenance manuals
- Proven leadership and knowledge of aerospace manuals
- Bachelors degree in technical writing preferred
- Ability to interpret engineering drawings
- Ability to work within a team environment
 - Demonstrates computer literacy to include spreadsheet, presentation, and word-processing ability as well as CAD programs including: AutoCAD; 3DVIA; IsoDraw
- 2 years SGML and Epic Editor experience
- Knowledge of ATA iSpec 2200
- Excellent oral, written, and organizational skills
- Experience with Lean strongly desired; Lifting requirement: 30 lb

Equal Opportunity Employer