

## Technical Editor (A4)

You edit and draft a variety of technical documents to ensure documents and deliverables meet quality standards and client needs.



Knowledge, Skills, and Abilities	Duties and Responsibilities	Last Updated	August 16, 2023
<ul style="list-style-type: none"><li>• Growing knowledge of editing and writing small to large technical documents in a consulting or similar environment (e.g., 4 years of relevant experience plus a relevant bachelor’s degree*)</li><li>• Proficiency in Outlook, Word, Excel, Adobe Acrobat, and SharePoint.</li><li>• Familiarity with graphics software including InDesign, Microsoft Visio, and Adobe Photoshop.</li><li>• Experience using documentation systems, practices, procedures, or software.</li><li>• Strong organizational and project execution skills.</li><li>• Good oral/written communication skills.</li><li>• Attention to detail.</li><li>• Ability to solve problems, use resources and make sound judgments.</li><li>• Ability to interface with staff in a fast-paced team-oriented environment and work independently.</li><li>• Ability to prioritize projects and quickly adjust.</li><li>• Ability to handle multiple tasks, work under pressure, while producing quality work and maintaining confidentiality.</li><li>• Ability to perform math to edit tables.</li><li>• Ability to plan, and execute programs.</li><li>• Strong knowledge of electronic document publication and printing.</li><li>• Ability to learn regulatory language and jargon (e.g., FERC, NEPA).</li></ul>	<ul style="list-style-type: none"><li>• Creates simple to complex regulatory, engineering, and scientific documents including composing original written content and editing content of others.</li><li>• Edits technical and marketing documents for consistency, clarity, grammar, syntax, and compliance with client and regulatory requirements.</li><li>• Prepares and formats contractual documents and technical reports; completes word processing, document control, and graphics software products (using InDesign, Visio and Photoshop) as needed, according to company or client standards.</li><li>• Reviews references, attachments, and appendices to documents for general accuracy and completeness (e.g., checking math on tables)</li><li>• Proofreads, revises, rewrites, and edits information in technical reports and publications, learning materials, user manuals, web content, and other corporate written materials according to standards so they are easily read and understood by technical as well as non-technical audiences.</li><li>• Provides recommendations to improve document readability.</li><li>• Enforces Kleinschmidt’s default style standards in the absence of a project-specific or client-specific style guide.</li><li>• Develops client-specific style guides.</li><li>• Works effectively with Project Managers and authors to establish review schedules, style guide use, expected outcomes, review coordination, and resolve content questions.</li><li>• Reviews the content of technical documents for completeness, accuracy, and appropriate language, as well as organization, visual design, and usability in conformance with established standards and specifications.</li><li>• Ensures documents meet editorial and client specifications and adhere to standards for quality, graphics, and style.</li><li>• Provides guidance and work leadership to less-experienced technical staff, when applicable.</li><li>• Maintains Kleinschmidt’s Technical Editing/Writing style guide.</li><li>• Works to meet internal and external deadlines to provide quality service and deliverables to clients.</li></ul>	Authorities and Reporting	Reports to Section Manager. Collaborates with staff. No direct reports.
		Physical Requirements	Office Environment. Link to <a href="#">Work Environment</a> description
		Location	Remote/Hybrid/In-office
		Exempt	No
		Metrics	Utilization 75%** Technical Development Quality of deliverables Staff and client satisfaction/feedback  <i>*Education and/or experience is provided as an example. The focus is the knowledge and the ability to apply it to job duties.</i> <i>**Utilization may be adjusted by a section manager based on an individual's approved commitments.</i>