

Technical Writer

Pittsburgh Regional Transit is seeking a Technical Writer to, under general supervision, create and revise Pittsburgh Regional Transit's (PRT) Maintenance technical documentation to communicate complex tasks and subjects. Research and field study subjects to be documented for review and official release with full oversight and responsibility of released documentation and its revision upkeep in both digital and physical paper formats.

Essential Functions:

- Works closely with Bus Maintenance Support staff as well as field personnel for the collection of materials and proper techniques necessary to outline and write a Maintenance instructional document that communicates complex tasks safely, correctly and efficiently.
- Revise and re-release legacy documentation such as Technical Bulletins, Tech. Tips, Technical Part Lists, and Standard Operating Procedures.
- Manage revisions of published digital libraries for each type of document.

Job requirements include:

- Two-year associate degree in technical communications or in a writing related field. Additional experience sufficient to successfully perform the essential functions of the job may be substituted for the education on a year-for-year basis.
- Three years of technical writing experience.
- Ability to understand and accurately translate technical information for a general audience.
- Demonstrated ability in the use of Windows, Microsoft Word, and Excel.
- Customer focused, well organized and results oriented.
- Excellent interpersonal skills.
- Effective and professional communication skills, both verbal and written.
- Valid drivers' license.

Preferred attributes:

- Bachelor's degree in technical related field. Additional experience sufficient to successfully perform the essential functions of the job may be substituted for the education on a year-for-year basis.
- Technical experience with vehicles, bus fleet, heavy vehicle fleet, or industrial machinery.
- Vocational training in mechanical/electrical-electronic equipment and systems.
- Excellent knowledge of Microsoft Office.
- Available portfolio of work and/or writing examples to review.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Taylor McBride
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EOE