

**Perform Air International Inc.**  
**Section VI - Attachments**  
**Att 71.02 - Job Description**

| Revision | Revision Date | Revision Change                                     |
|----------|---------------|---|
| N/I      | 01/17/2024    | Initial Release/Re-release                          |
| 1        | 03/29/2024    | Revised RSM reference                               |
| 2        | 09/26/2024    | Revised Qualifications                              |
| 3        | 01/16/2025    | Revised Department Title and Reporting Relationship |

**Position Title:** Government Programs Coordinator/Technical Writer

**Grade Level:** 43-9061-6

**Exemption Status:** Non-Exempt

**Department:** *Operations*

**Division Manager:** *Executive Vice President Operations*

**Department Manager:** *Director Operations (Military)*

**Immediate Supervisor:** *Director Operations (Military)*

**Duties, Responsibilities and Authority**

The Government Program Coordinator/Technical Writer is responsible for assisting the *Director of Operations (Military)* in completion of tasks necessary to support the company remain in compliance with all Government / Military requirements for the purpose of generating repair services for Government agencies.

It is the responsibility of this position to write all operational policies and procedures, for approval through RSM Section I.10. This position shall acquire all Militarily Critical Technical Data from the Air Force Public Sales Office, the Army AMCOM Publications Office, or the Naval Air Technical Data and Engineering Center (NATEC). This position shall create/author operational work instructions in support of Source Approval Request (SAR) submissions to the Military Engineering Directorates. This position shall monitor the System for Award Management to remain aware of Government contract opportunities. This position shall assist in the collection of necessary data during the contract bidding process in support of Government contract events.

The *Executive Vice President Operations* or *Director of Operations* may assign any additional duties as needed.

**Qualifications:**

**Education:** High School diploma or equivalent plus one of the following Experience or Training Requirements.

**Experience:** Minimum 2 years Military service and six (6) months Technical Writing experience is preferred. Training: A minimum of 250 hours of maintenance training/experience. A minimum of 40 hours in training specific to the Technical Writer Position as assigned by the Training Department.