

# job opportunities



 **PORT OF PORTLAND**

121 NW Everett Portland OR 97209

Box 3529 Portland OR 97208

November 4, 2009

## **Technical Writer II / Specifications Development Services and IT (Design Engineering) Department**

**Starting Salary: \$44,844 - \$56,591; Full Salary Range: \$44,844 - \$68,338**

**Grade: 76**

**Location: 121 NW Everett Portland OR 97209**

**Hours: Generally, Monday – Friday, 8:00am-5:00pm**

This position prepares and coordinates contracts and specifications in support of engineering construction and maintenance projects. Ensures contracts conform to federal, state, local, and Port contracting requirements. Uses specialized knowledge of construction industry contract formats and practices to prepare project documents that are complete, concise, current, and correct. May participate in other related projects that add value to the Engineering department or the Port overall.

### **SUMMARY OF ESSENTIAL RESPONSIBILITIES:**

- **Project Manual Preparation**
  - Draft bid, agreement, and contract language for standard low-bid solicitations.
  - Edit and proofread technical language.
  - Research appropriate construction-related contract language and adapt to current projects.
  - Compile construction or procurement project manuals, ensuring all legally required documents and signatures are included in final product.
  - Prepare and publish addenda and as-bids.
  - Electronically archive project manuals and related documentation.
- **Plan, edit, and publish bid and contract language for project manuals of medium complexity, including personal services, requests for proposals, and projects funded by FAA, TSA, stimulus, state, and other grants.**
- **Recognize language discrepancies or procedural anomalies, and seek resolution from team members.**
- **Coordinate document schedules and work flow to meet review and advertisement deadlines.**
- **Attend pre-bid meetings as needed to assist the project engineer and to document addenda issues.**
- **Systems Maintenance**
  - Assist with maintenance of master document library and document-tracking database system.
  - Draft new contract language and Specifications for master document library.

# job opportunities



121 NW Everett Portland OR 97209

Box 3529 Portland OR 97208

- Technical Writing/Editing as needed.
  - Act as team leader in the coordination of special Specifications or publications such as PDX Tenant Guidelines, Consultant Design Guidelines, etc.

## **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in technical writing, journalism, English, business, or related field with two to four years progressively more responsible experience drafting and compiling specialized documentation such as Specifications, Standard Operation Procedures (SOP's), or technical articles for an engineering or other technical environment (required); or
- Equivalent combination of education and/or relevant experience.

## **SKILLS AND ABILITIES:**

- Excellent oral and written communication skills, demonstrable proofreading and editing experience.
- Working knowledge of MS Office, MS Excel, database entry, and other personal computer programs.
- Advanced knowledge of Microsoft Word and Adobe Acrobat (full version).

### Ability to:

- Work with limited supervision.
- Do significant keyboard entry and lift or shift up to 50 lb. boxes of paper.
- Coordinate multiple projects under deadline pressures.
- Understand legal issues commensurate with public contracting laws and practical issues commensurate with Port construction practices.
- Assimilate and respond to revisions in Port contracting rules, state and federal regulations, and construction industry standards.
- Create contractually sound and biddable contract documents, organizing and presenting information using evaluation, research, analysis, creativity, and/or modification or adaptation of standard construction industry techniques or methods.

## **LICENSES AND CERTIFICATIONS:**

- CDT certification from CSI or the ability to obtain it within two years of hire date (required).

Application materials are available on our web site, [www.portofportland.com](http://www.portofportland.com), and at 7<sup>th</sup> floor reception in the Port of Portland building, located at 121 NW Everett Street. You may also call 503-944-7400 to request that an application be mailed to you. Applications received after Wednesday, November 18, 2009 may not be considered.

*Equal Employment Opportunity Employer*