

**Long Wave Inc. Position Description**

**Position Title:** Technical Data Author 1

**Department/Location:** LW-SimTEC / Midtown, OK

**Supervisor:**

**Status:**  Regular/Full-Time Non-Exempt

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**Primary Function:**

This position is responsible for supporting a large team developing and refining technical documentation to be utilized in NATOPS/NATIP and Interactive Electronic Technical Manual (IETM) in support of the E-130J and will be S1000D compliant. Applicants will also provide subject matter expertise and technical support for the development of tasked based training to Operators and Maintainers. Ability to thrive in a team environment is a must. Good verbal and writing skills are essential along with strong computer skills with the various Microsoft Office applications. Candidates with strong maintenance control experience/hands on maintenance experience are preferred.

**Essential Responsibilities:**

1. Write, review, and edit technical documents to communicate complex technical material in a highly readable and clear manner for use in training and technical documentation.
2. Review and develop technical documentation in support of Naval Air Training and Operating Procedures Standardization (NATOPS), Naval Air Training and Information Program (NATIP), Interactive Electronic Technical Manual (IETM) and aircraft test procedures.
3. Strong verbal communication.
4. Ability to manage complex tasks from inception to end.
5. Good time management and organizational skills.
6. Travel to perform training, maintenance, testing, validation, and verification.
7. Work closely with engineering, training and technical personnel to develop documentation and training material throughout the developmental stages of various projects.
8. Work as a member of a team to ensure the goals of the project are met in a timely manner.
9. Perform other duties as assigned.

**Job Requirements:**

*Minimum Requirements:*

* US Citizenship with a current active Secret clearance.
* Must be able to communicate effectively in the English language.
* Typically, a bachelor’s degree or 10 years prior experience or equivalent experience.
* O-level troubleshooting experience on military aircraft systems.
* Flightline use of support equipment.
* Formally trained in the maintenance and troubleshooting of aircraft systems.
* Basic working knowledge of all aircraft systems related to type aircraft qualified on.
* Working knowledge and experience using Technical Orders and Manuals. To include drawings, and documentation.
* Proficient in Microsoft Office, Adobe, and Microsoft Teams.

*Preferred Requirements:*

* Personnel with from the following Navy ratings, Marine Corps MOS or Air Force Specialty Codes; AT, MOS 6316 C-130 Communications/Navigation Systems Technician or 2A6X2. AD or MOS 6216 KC-130 Aircraft Mechanic or 2A6X6, AE or MOS 6336 KC-130 Electrical Systems Technician or 2A6X3, AME or MOS 6286 C-130 Aircraft Pneumatic System Organizational Maintenance or 2A6X3, AM or MOS 6256 KC-130 Aircraft Airframe Mechanic or 2A6X1, or Aircrewman.
* Maintenance planning experience.
* Test & Evaluation experience.
* Technical Publication validation experience.
* Fixed-Wing aircraft maintenance experience.
* Experience with S1000D compliant authoring tools for technical manuals.

**EOE AA M/F/Vet/Disability**