**Long Wave Inc. Position Description**

**Position Title:** Technical Data Author 2

**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 operational, hands-on maintenance and instruction experience in aviation 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.

1. 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.
2. Strong verbal communication.
3. Ability to manage complex tasks from inception to end.
4. Good time management and organizational skills.
5. Travel to perform training, maintenance, testing, validation, and verification.
6. Work closely with engineering, training and technical personnel to develop documentation and training material throughout the developmental stages of various projects.
7. Work as a member of a team to ensure the goals of the project are met in a timely manner.
8. Perform other duties as assigned.

**Job Requirements:**

*Minimum Requirements:*

* 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:*

* Candidates with experience in fixed wing aircraft (Operation and or Maintenance).
* Instructor planning experience.
* Test & Evaluation experience.
* Technical Publication validation experience.
* Fixed-Wing aircraft operator experience.
* Experience with S1000D compliant authoring tools for technical manuals.

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