

**Long Wave Inc. Position Description**

**Position Title:** Technical Data Author 3

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

**Supervisor:**

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

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**Primary Function:**

This position is responsible for supporting, 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.  Candidates 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.

**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 Navy Air Training and Operating Procedures Standardization (NATOPS), Naval Aviation Technical Information Product (NATIP), Interactive Electronic Technical Manuals and aircraft test procedures.
3. Travel to perform training, maintenance, testing, validation, and verification.
4. Work closely with training and technical personnel to develop documentation and training material. throughout the developmental stages of various projects.
5. Work as a member of a team and coordinate tasks of team members to ensure the goals of the project are met in a timely manner.
6. Perform other duties as assigned.

**Job Requirements:**

*Minimum Requirements:*

* U.S. Citizenship.
* Ability to obtain Secret security clearance and to maintain clearance.
* Must be able to communicate effectively in the English language.
* Five years’ experience in an aviation related field within the past three years.
* Knowledge and experience using technical orders/manuals, drawings, and documentation.
* Proficient in Microsoft Office, Adobe, and Microsoft Teams.

*Preferred Requirements:*

* Aviation and or Maintenance experience.
* Experience with S1000D compliant technical manuals.
* Active Secret security clearance.

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