

Position Title / Department	Location	Reports to
Aviation Technical Writer / Engineering	Colorado Springs, CO, USA (hybrid)	VP of Engineering
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Immediately

### Company Description

PteroDynamics Inc. designs autonomous vertical takeoff and landing (VTOL) aircraft systems that fly faster and go farther to reach remote locations without runways, even in harsh conditions. PteroDynamics' Transwing® aircraft is unlike any other VTOL system, performing like a great fixed-wing aircraft with superb VTOL capabilities. Transwing aircraft unfold their wings to transition smoothly and quickly between vertical and horizontal flight, overcoming limitations inherent in other VTOL designs by combining the speed, range, and endurance of fixed-wing aircraft with superior VTOL performance in an efficient, highly automated platform. The Transwing is ideal for automating time-sensitive delivery of critical high-value payloads to hard-to-reach locations, including maritime logistics support, payload delivery to remote locations without airstrips, and reconnaissance and surveillance. Seeing is believing. Visit [PteroDynamics.com](http://PteroDynamics.com) for details and videos.

### Position Summary

PteroDynamics is seeking a mid-career Technical Writer to create and maintain high-quality Original Equipment Manufacturer (OEM) technical documentation for our unmanned aircraft systems, products, and processes. The ideal candidate will have a strong technical background and experience translating complex engineering concepts into clear, concise, and user-friendly materials. You will work closely with engineers, program managers, and other stakeholders to ensure documentation aligns with industry standards and meets the needs of internal teams, customers, and regulatory bodies.

### Essential Duties and Responsibilities

The essential functions include, but are not limited to, the following:

- Create, edit, and update technical documentation for aerospace systems and products, including design specifications, system operation manuals, maintenance manuals, and compliance documentation.
- Collaborate with engineers, system architects, program managers, operators, and regulatory experts to gather detailed technical information and ensure the accuracy of all content.
- Ensure compliance with aerospace standards and regulations (e.g., AS9100, ATA 100, FAA, EASA) in all technical documentation.
- Produce diagrams, schematics, and visual aids to enhance understanding of complex aerospace systems and workflows.
- Maintain and manage documentation repositories, ensuring controlled and up-to-date versions are available to all stakeholders.
- Translate engineering data (e.g., CAD models, test results, specifications) into user-friendly manuals, process documentation, and reports.

- Work closely with quality assurance and regulatory teams to prepare documentation required for certifications and audits.
- Support bid and proposal development efforts by preparing technical content for RFPs, SOWs, and customer-facing materials.
- Continuously improve documentation processes to meet evolving aerospace industry requirements and customer expectations.
- Work independently and as part of a team to help build and revise a set of technical publications from engineering, manufacturing, flight, and supplier data.
- Develop illustrated parts catalogs from engineering drawings, blueprints, manufacturing data, bills of material, and supplier data using the industry system of indenture.
- Create line art to illustrate aircraft parts and assemblies for use in aircraft technical manuals, parts catalogs and other related publications (highly desirable).
- Develop isometric technical illustrations from scratch using basic technical illustration principles (highly desirable).
- Other duties as assigned.

### **Minimum Qualifications**

- Bachelor's degree in Technical Writing, Aerospace Engineering, Mechanical Engineering, Communications, or a related field (or equivalent experience).
- 5+ years of experience writing technical documentation, preferably in the aerospace or defense industry.
- Ability to understand engineering drawings, CAD models, and technical schematics.
- Proficiency with documentation tools (e.g., MadCap Flare, Adobe FrameMaker) and version control systems (e.g., Git, SharePoint, Aras).
- Experience with aerospace standards and compliance, such as ATA 100 and relevant FAA or EASA regulations.
- Exceptional written communication skills with the ability to explain complex technical information clearly to a range of audiences.
- Strong organizational skills, attention to detail, and the ability to manage multiple competing priorities under tight deadlines.
- Experience creating visuals using tools like Visio, Lucidchart, Powerpoint, or Adobe Illustrator.
- Ability to effectively communicate and collaborate with engineers and technical experts to source necessary information.
- Strong analytical and problem-solving skills to understand and document complex engineering processes.
- Ability to work independently in a fast-paced environment with a lot of uncertainty and make sound writing decisions with minimal supervision.
- Ability to work evenings and weekends on occasion to meet critical deadlines.
- Ability to work onsite at the Colorado Springs facility.
- US Citizenship/Permanent Resident Status.
- Reliable transportation to get to and from work on time.

### **Other Qualifications & Desired Competencies**

- Familiarity with regulations and standards for aviation OEM technical documentation.
- Familiarity with engineering processes and software tools, including CAD (e.g., Solidworks), PLM systems,

and technical illustrating tools.

- Familiarity with aviation phraseology and flight operations procedures.
- Knowledge of aircraft systems and technical documentation, including illustrated parts catalogs, airplane maintenance manuals, operator manuals, and installation instructions.
- A fundamental understanding of FARs as they apply to aircraft operations, maintenance, and design certification.
- Demonstrated project management experience.

## Company Values

### Framework for our Values:

- People
- Excellence
- Accountability
- Knowledge

### People: We value relationships with our colleagues and customers while embracing and upholding the worth of every individual

- Trust - we push down responsibility in decision making to the lowest level that makes sense, while maintaining accountability
- Respect - we always maintain respect for ourselves and others
- Communication - we encourage open communication and respect for all perspectives
- Enjoyment - together, we create an environment that is fun and enjoyable

### Excellence: We have a mindset of excellence at all times

- Pursuit of Excellence - we are passionate about our work and strive for superior outcomes at all times
- Incremental Approach to Success - We agree that bringing our best each day is important and that incremental improvement matters
- Willingness to listen and learn - we believe success requires remaining humble, having an open mind, and listening to constructive input
- Coaching - being a great teammate includes a willingness to be coached and taking the time to help others achieve excellence
- Measuring Success - we measure our success not only by how much money we make but also by the satisfaction of our workforce and the value of the solutions we bring to the world

### Accountability: We believe the foundation of trust is accountability

- Collaboration - we recognize that our success depends on how well we work together
- Personal Responsibility - we believe in holding ourselves accountable, starting with self-accountability, and including accountability to co-workers/teammates, and ultimately to our customers and our shareholders
- Consistency - our happiness, productivity and ultimate success all require consistency from subordinates and managers alike
- Professionalism - we believe that our attitude and approach to our work and how we handle ourselves are crucial and will be recognized by our peers and our customers
- Courage - we do what is right and are not tempted to create shortcuts, avoid hard work, or do the wrong thing because it is easy or expeditious
- Merit - hard work is recognized and rewarded

### Knowledge: We believe that innovation and success depend on gaining, documenting and sharing knowledge

- Knowledge Gain - we remain inquisitive and seek data and information to gain and build knowledge
- Knowledge Sharing - we believe in the open sharing of information rather than having it exist in silos`
- Knowledge Documentation - we believe that insights gained during the process of research and development and from feedback from customers and other stakeholders must be documented so that others may understand and build upon those insights
- Customer Needs - we can only provide a superior solution if we truly understand the needs and requirements of our customers

## **Compensation**

Salary Range: \$90,000 - \$115,000 annually DOE

## **What We Offer**

At PteroDynamics, you will have the opportunity to make a significant impact on the future of aerial technology through creativity and innovation. The company offers a comprehensive compensation package, which includes a competitive salary, stock options, company-sponsored medical insurance, dental, vision, term life insurance with an AD&D rider, 401(k) plan with up to 3% matching by the company, long-term disability, paid time off, paid holidays, paid sick time, and a collaborative inclusive working environment in an exciting, growing startup company.

## **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

PteroDynamics is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable. If you're ready to join us in reshaping the future of UAVs, we encourage you to apply for this position and bring your unique technical brilliance to our team.

## **How to Apply**

Submit resume to [careers@pterodynamics.com](mailto:careers@pterodynamics.com)