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TEST COORDINATOR **DELTA JUNCTION, AK**

Job Code: 2025:0402-022
Location: Delta Junction, AK
FT/PT Status: Full Time
Business Sector: Test Range Operations

JOB DESCRIPTION

*****This position is located at the Arctic Regions Test Center (ARTC), Delta Junction, Alaska*****

Assist Test Officer with test preparation, set-up, execution, and reporting. May assist with test coordination and range scheduling. May write test plans, summaries, and other test related documents. Provide technical representation at meetings and working groups. May monitor test funds, expenditures, and hours worked by various test support organizations. Must be able to perform highly difficult tasks with little or no supervision. Must work well in a team environment. Must demonstrate exceptional customer service skills both in person, on the telephone, and in written correspondence (such as email). Must apply working mechanical and technical knowledge to perform all phases of technical test data observation and recording in support of a wide variety of test programs. Will collect field data consisting of an accurately detailed chronological record of test item operations, maintenance related data, system configuration data, and data on system performance and damage. Prepare standardized Test Incidents Reports (TIR) and produce other documentation for distribution within the test community as directed by the Test Officer. May be required to perform a multitude of tasks to support test execution including operating test equipment and performing the duties of other test team participants. Other duties as assigned.

QUALIFICATIONS

Pay Rate: \$29.74

Education/Licenses/Certifications/Experience Requirements:

- * Associates degree (or equivalent) OR two years of directly related experience.
- * Must possess a high school diploma or equivalent.
- * Must have thorough knowledge AND minimum of two years’ experience supporting test operations.
- * Demonstrated experience collecting field data including detailed chronological records and must be able to prepare standardized Test Incident Reports (TIRs).

Job Skills Requirements:

- * Must be able to work independently.
- * Must be prepared to work weekends and holidays as needed to support specific test schedules.
- * Excellent organizational skills, communication skills, customer service attitude, and ability to work well with people.
- * Must be able to deliver quality products to the customer and be responsive to their needs.
- * Proficient with Microsoft Office software suite - to include Word, Excel, PowerPoint, and Outlook.
- * Experience with military vehicles, equipment and tools.
- * Must be able to provide leadership to subordinate employees when necessary.
- * Must show ability to utilize time effectively to the benefit of test, self and company.

Physical Requirements:

- * Must be able to pass a pre-employment physical and drug screening.
- * Capable of lifting 50 lbs unassisted.
- * Must be capable of working in extreme weather conditions including winter temperatures in excess of -40 Fahrenheit.
- * Capable of working outdoors in extreme weather conditions.
- * Capable of frequent squatting, crouching, kneeling, standing, and stooping.

Job Requirements:

- * Must possess a valid driver's license, without special restrictions.
- * Must have dependable transportation and a dependable means of communication.
- * Must be able speak, write, read, and understand English.
- * Must have a well-mannered customer service attitude.
- * Must be willing to cross-train in other areas.
- * Must use “down-time” effectively to the benefit of test, self, and company.
- * Must be punctual, responsible, and dependable.
- * Must demonstrate motivation, initiative, and reliability.
- * Must be adaptable, flexible, and able to adjust to new or changing instructions.
- * Must have a demonstrated ability to follow instructions and company policy.
- * Must be able to deliver quality products to the customer and be responsive to their needs.
- * Must be safety and security conscious, complying with rules and policies.
- * Must be able to work both as part of a team and independently.
- * Must be adaptable and able to remain calm under stressful conditions.
- * Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner.
- * Must possess strong interpersonal skills.

Additional Desirable Qualifications:

- * Bachelor’s degree in English, Journalism, Mechanical Arts or related disciplines.
- * Experience with data collection.

Terms of Employment & Eligibility Requirements:

- * Must be a U.S. Citizen.
- * Must possess a high school diploma or equivalent.
- * Must possess or be able to obtain a security clearance prior to employment and maintain security clearance for the duration of employment.
- * Must be a current TRAX employee or affiliate subcontractor for internal postings.

***Relevance of experience to be determined by hiring manager.

Closing Date: Open Until Filled

OTHER JOB INFORMATION

- *TRAX International, Test Services Division, participates in E-Verify.
- *TRAX is an Equal Opportunity Employer - Minorities/Females/Veterans/Disability.
- *TRAX Test Services promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing and on-going random drug testing, as per applicable State Laws.
- *Must be able to obtain a security clearance prior to employment and maintain security clearance for the duration of employment.

TRAX Test Services also encompasses affiliate subcontracts. All positions with TRAX can always be transferred to one of the subcontracts.

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