



W. M. KECK OBSERVATORY

On the summit of Mauna Kea, Island of Hawai'i

TELESCOPE SUPPORT TECHNICIAN

The W. M. Keck Observatory operates the world's two largest optical/infrared telescopes located on the summit of Mauna Kea on the Big Island of Hawaii. The Observatory is seeking a Telescope Support Technician to be responsible for telescope, and instrument configuration, slit mask milling, cryogenic servicing and telescope, dome and instrument checkout and startup. The ideal candidate is committed to WMKO's core values, adheres to company policy, works well with others and is a motivated, self-starter who can handle multiple tasks and priorities within a fast-paced operations environment.

Qualifications include 3 years of experience in technical/science operations, 3 years experience in an industrial environment with large machinery, experience following and maintaining standard operating procedures and familiarity with cryogenics (liquid Nitrogen and Helium). Prior experience working at an astronomical observatory and an associates or bachelors degree in a technical field are desirable. This is a 365 day/year operation, so the successful candidate must be willing to work weekends and holidays and have schedule flexibility.

This is a regular position with a competitive, comprehensive benefits package including private school (K-12) tuition support for dependent children. Salary is dependent upon qualifications and experience. The position is opened until filled. Employment is conditional on successful completion of drug tests and background check. Mail or fax resumes, references, and salary history to: Telescope Support Technician, WMKO, 65-1120 Mamalahoa Highway, Kamuela, HI 96743; Fax (808) 881-3696 or employment@keck.hawaii.edu. Additional information about WMKO and this position may be found on our web site at www.keckobservatory.org. EEO/M/F/D/V

POSITION DESCRIPTION

POSITION TITLE:	Telescope Support Technician	DEPARTMENT:	Operations and Infrastructure
INCUMBENT:	Incumbent	FLSA STATUS:	Non-Exempt
REPORTS TO:	Telescope Support Supervisor	MEMBER:	
SUPERVISES:	N/A		

SUMMARY:

Under the general supervision of Telescope Support Supervisor, this position is responsible for daily telescope operations support on the summit. Daily telescope operations support includes telescope, and instrument configuration, slit mask milling, cryogenic servicing and telescope, dome and instrument checkout and startup. The ideal candidate is committed to WMKO's core values, adheres to company policy, works well with others and is a motivated, self-starter who can handle multiple tasks and priorities within a fast paced environment.

ESSENTIAL FUNCTIONS:

1. Participate in the daily telescope operations support activities on the summit including, but not limited to:
 - a. Slit mask milling
 - b. Telescope configuration
 - c. Instrument configuration

- d. Dome configuration
 - e. Cryogenic servicing
 - f. Telescope and instrument checkout and startup
 - g. Other duties consistent with preparing the facility for that night's observing.
2. Participate in maintaining accurate and useful standard operating procedures and documentation for daily telescope operations.
 3. Perform regularly scheduled preventative maintenance on telescope systems as assigned by supervisor.
 4. Keep supervisor informed of progress, problems and concerns related to the observatory; provide status reports as required.
 5. Under the guidance of supervisor and the Summit Lead, collaborate with other summit technicians to create an efficient, effective and unified work environment based on the principles of teamwork and mutual responsibility for shared objectives.
 6. Drive WMKO vehicles as necessary to transport employees to and from the summit in a safe manner.
 7. Remove snow and ice as required to make the facility accessible, operational and safe.
 8. Work effectively with coworkers and others by sharing ideas in a constructive, positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting the diversity of the WMKO workforce in actions, words, and deeds.
 9. Maintain commitment to a high standard of safety, comply with all safety laws and WMKO safety policies/rules, and report actual and potential safety violations to appropriate supervisory or management personnel to further WMKO's core value of safety.
 10. Perform any other duties consistent with the scope of the position as specified by supervisor.

Minimum Qualifications:

Education and Experience

1. 3 years experience in highly-technical or science operations environment
2. 3 years experience in an industrial environment with large machinery
3. Experience following standard operating procedures
4. Experience working with cryogenics – Liquid Nitrogen and Liquid Helium

Skills

1. Basic computer skills with office productivity software for e-mail, word processing and spreadsheets.
2. Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
3. Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
4. Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
5. Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
6. Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
7. Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
8. Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
9. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
10. Safety and security—the individual actively promotes and personally observes safety and security

procedures, and uses equipment and materials properly.

Desirable Qualifications

1. Experience working at an astronomical observatory
2. Associates Degree or Bachelors Degree in a technical field

Other Requirements

1. Valid Hawaii's driver's license.
2. Successful completion of high altitude physical and continuing ability to work effectively at 14,000 foot altitude.
3. Willingness to commit to CARA core and cultural values.
4. Ability to work varying schedules including weekdays, weekends, holidays and occasional evening hours.

Working Conditions:

1. Work at the Observatory (14,000 feet elevation) on a frequent basis.
2. Must be able to see, hear, touch, feel, sit and stand, and lift (up to 40 lbs.) for short periods of time.
3. May sit for extended periods at a computer workstation.

PAY AND BENEFITS:

CARA offers a competitive wage and benefits package commensurate with qualifications and experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands, hands to finger, handle, or feel objects, tools or controls and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and /or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

SPECIAL REQUIREMENTS:

Employment is contingent upon successfully passing an employee reference check, criminal background check and a five year motor vehicle history check. This is a non-exempt position under FSLA regulations.

AT WILL EMPLOYMENT:

I understand that if employed, I am employed AT WILL and that no contract between myself and this employer is created by my completion of this application, my receiving employment, my continued employment or my receiving benefit of employment of any type. No promises of any form or nature have been made to me, no guarantee of any length of employment is or shall be binding on this Employer, unless in writing. I reserve the right to terminate my employment at any time and the Employer has the same right at any time.

I agree to physical or other testing when such testing is reasonably necessary in determining job related abilities or reasonable expectation of successfully performing the job to the Employer's standards.

This job description does not constitute an employment agreement between the Employer and employee, and is subject to change as the needs of the Employer and requirements of the job change.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, and skill typically required and the scope of responsibility but should not

be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functions areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

Incumbent

Date

Supervisor

Date

