

ASTRONOMICAL OBSERVER (0847) TASK LIST

Administrative

1. Writes narrative material such as letters, memos, reports and presentations on various Observatory issues using word processing software and computer programs, such as Office Suite, Google Documents, astronomical platforms (e.g., Stellarium), photo editing software and Internet search engines to prepare documents, reports and presentations in order to provide information to management, the media and the public.
2. Creates and maintains record keeping systems, such as logbooks, flowcharts and equipment checklists, in order to record chronological activities and document maintenance of and improvements to all telescopes, domes and auxiliary instruments.
3. Schedules and monitors acquisition of telescope, optical and camera equipment and prepares cost estimates for the repair of equipment in order to ensure equipment availability and compliance with approved budget.
4. Serves as lead contact for and responds to all reported issues, such as ill-focused lenses and damaged telescopes, of Observatory astronomical instruments, in order to ensure timely and accurate repairs.
5. Collaborates with staff and Senior Management on projects, programs and initiatives such as exhibit updates and special and educational programs in order to ensure effective public programming.
6. Reads, analyzes and selects written content, writes narrative scripts, uses photo editing software and records educational material using photo and video cameras such as Sky Report videos, social media and news articles, and provides public presentations and media interviews in order to improve the visitor experience and promote the Observatory to the media and the public.

Supervisory

7. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits in order to establish a safe and effective work group.
8. Trains employees by explaining and demonstrating work procedures, provides safety and/or other specialized training to staff and/or other employees, and then observes employee performance in order to ensure employees are properly trained and to determine additional training needs.

9. Writes, administers and revises training manuals in order to maintain continuity of operations; plans and organizes training schedules for employees to ensure staff are equipped with necessary knowledge and skills.
10. Schedules employee time at work; approves/denies employee requests for time off; and verifies that timesheets properly account for employee work time in order to ensure necessary levels of staffing, timely completion of work, and appropriate documentation.
11. Plans, directs, and supervises the work of employees by reviewing daily deployment and special assignments requests to ensure all essential posts and assignments are covered and prepares disciplinary-related documents, in order to provide nightly public astronomical observing.
12. Conveys information to employees orally or in writing, including information from management such as policy changes or department objectives, interpretations of City policies, updated safety information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas and suggestions in order to ensure employees are provided relevant information.
13. Applies the principles of Equal Employment Opportunity in interviews and daily employment matters; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental procedures in order to ensure a fair and impartial workplace.

Equipment Operations

14. Operates telescope and dome equipment manually, by pushing buttons, opening or closing switches, and turning knobs on a control panel and observes equipment performance and/or monitors processes in order to ensure continuous Observatory operations.
15. Determines and implements necessary operational and/or equipment adjustments as a result of observed variations in operating conditions such as atmospheric and seasonal changes and new observing objects in order to ensure continuous Observatory operations.
16. Confers with Observatory personnel, either in person, over a telephone or two way radio, in order to coordinate Observatory operations, maintenance or provide notification of an emergency situation.

Equipment Inspection, Repair and Maintenance

17. Inspects auxiliary astronomical instruments, such as filters, astronomical cameras and photometers for conditions including alignment, deterioration,

lubrication, tight fittings and connections, and any unusual noises or vibrations in order to preserve and monitor the condition and operation of equipment.

18. Monitors telescopes and auxiliary equipment, such as the Zeiss refracting telescope, coelostat, portable telescopes, cameras and video cameras in order to ensure that equipment failures do not endanger the safety of Observatory personnel or the public or cause significant interruptions in operations.
19. Performs scheduled and unscheduled preventative maintenance such as cleaning telescope mirrors (e.g., disassembling telescope, using water and solutions, and reassembling telescope), dusting lenses and adjusting connections on all Observatory telescopes and auxiliary equipment in order to keep the equipment in proper operating condition.
20. Makes minor repairs and/or adjustments to Observatory telescopes and auxiliary equipment, such as replacing lenses, removing debris that impairs the operation of telescope equipment and repositioning the coelostat telescope in order to keep the equipment in proper operating condition.
21. Reports the need for major repairs to observing equipment by preparing a work request and informing management in order to ensure that equipment remains in proper working order.