



Posting Notice

Personnel Requisition Details

Job Type Description:	Operations Specialist I
FLSA:	Non-Exempt
Position Type:	Staff Position
Division:	Telescope Ops. Div. - GB
Location of Position:	Green Bank, WV
Job Status:	Regular Full Time
FTE:	1
Length of Appointment:	At-will
Work Schedule:	Rotating Shift
Amount of Travel Required:	5%
Number of Positions Supervised:	0
Position Summary:	<p>Entry level position: This is one of three progressively more complex Operations Specialist positions. With frequent direct supervision of the supervisor, or instructions from more senior operators, the incumbent safely and efficiently monitors and operates one or more telescopes. Monitors the performance of telescope systems and assists engineers and technicians in diagnosing telescope equipment failures.</p>
Job Duties Summary:	<p>The operators on a 24 hour/7 day rotating shift pattern operate and monitor one or more telescopes and supporting equipment.</p> <p>The operator receives a schedule of observation programs or technical activities, reviews the objectives and requirements, enables required equipment, and then initiates and ends the observations.</p> <p>The incumbent communicates with on-site or remote observers, receives observing instructions from them, executes their program, monitors their data collection, and makes changes and adjustments as needed. Archives data via computerized storage.</p> <p>May set up and run previously scripted observations without contact with the scientists (performs "service" observations).</p> <p>May assist scientists with basic analysis of data.</p> <p>Monitors data collection for radio frequency interference, aids in the identification of the source, and communicates this information to appropriate specialists.</p> <p>Initiates action to correct software or equipment problems. Notifies appropriate personnel for assistance if necessary.</p> <p>Monitors the weather conditions and takes prescribed actions when weather conditions exceed operating parameters.</p> <p>Maintains a detailed shift log of operating activities. Notes failures and abnormal conditions.</p>

	<p>Operates equipment for engineers and maintenance workers during maintenance periods. Serves as the work control contact either on site at each telescope or may be required to do this from the main control room. Reviews and revises existing operating procedures. Develops procedures and even schematics for new equipment based on technical information supplied by engineers or supervisor. May also develop technical reports to describe operating characteristics, abnormal conditions, and functional limitations.</p> <p>Performs inspections and servicing of telescopes, supporting equipment, and data collections systems.</p> <p>Assists in the training of other telescope operators.</p> <p>May represent the Operations division at inter-division meetings.</p>
Competency Summary:	<p>The incumbent must be able to follow procedures and policies, be able to handle emergencies calmly, able to express themselves clearly both verbally and in writing, be attentive to detail, and able to work well with others, sometimes in stressful situations. The incumbent must be able to operate a computer using process control software applications, and able to use a Windows computer and word processing and spreadsheet software. The incumbent must have experience with, or the ability to learn, a UNIX operating environment. Must have demonstrated ability to read and interpret documents such as schematics, operating and maintenance instructions, and procedure manuals.</p>
Minimum Education:	<p>A minimum of an Associate's degree (A. A.) or equivalent from an accredited two-year college or technical school with training in math, physics, science or a related technical field. A BS degree in a science-related field is preferred. Experience operating equipment in an industrial environment is a plus.</p>
Physical Demands:	<p>Applicant must possess a valid driver's license.</p> <p>The employee will have to work on a rotating, 12-hour shift pattern consisting of day and night shifts. The work is normally indoors at a console with multiple computer terminals.</p> <p>The employee must be able to distinguish the primary and secondary colors (red, blue, yellow, orange, green, etc.). The employee must be able to read and use a computer and be able to read written documents.</p> <p>Employee must have good depth perception (for when working at the telescopes).</p> <p>The employee must be able to hear audible alarms and see flashing and/or illuminated lights, and able to work in high level noise environments. The employee must be able to wear OSHA approved hearing protection such as earplugs or earmuff-type protectors.</p> <p>Depending on work location, the employee may frequently (two to three times per week) drive to the individual telescopes, which are considered a light industrial environment. Driving must sometimes be at night without street lights, and may be in snow, rain, or icy conditions.</p> <p>Depending on work location, the employee must be able to ascend and descend 2-4 flights of stairs. The employee must also occasionally perform operating tasks as high as 37 stories above ground on grating type platforms in the open environment, in all weather conditions allowed within safety policies.</p> <p>When performing inspections on telescopes, the employee must be able to climb ladders while carrying small equipment and tools, and to stoop, kneel, crouch, and crawl.</p> <p>The employee must be able to work safely near moving mechanical parts</p>

	<p>and around electrical equipment.</p> <p>The employee must frequently lift and/or move up to 50 pounds.</p> <p>All employees must be available for emergency call out and may be required to work overtime to cover vacant shifts or in emergency situations until relieved.</p>
Work Environment:	<p>The incumbent at this level is expected to require frequent detailed instructions and guidance from the Telescope Operations Supervisor and the Telescope Operations Division Head, or from senior operators.</p> <p>Employee may work on shift with another operator for a period of time until able to work alone. Employee will become familiar with division policies, procedures and guidelines.</p>
Requisition Number:	00484
Job Open Date:	10-18-2013
Job Close Date:	
Required Applicant Documents:	<p>Resume/Curriculum Vitae</p> <p>Cover Letter</p>
Optional Applicant Documents:	<p>Resume/Curriculum Vitae</p> <p>Cover Letter</p> <p>Other Document</p>