

## **SUMMIT FACILITIES ASSISTANT**

### **W. M. KECK OBSERVATORY (Keck)**

Keck seeks a Summit Facilities Assistant to assist summit personnel in the maintenance, repair, and improvement of observatory equipment. Leads summit custodial efforts to maintain a safe, clean working environment.

The successful candidate should have two years' experience in custodial services, facilities maintenance, or similar field; graduation from high school or an equivalent combination of experience and training; valid Hawaii driver's license; and ability and willingness to work on varying schedule including weekends.

Employment is conditional on successful completion of a high altitude physical and drug tests. Fax (808 885-4464) or mail resumes, references, and salary history to: Summit Facilities Assistant, Keck, 65-1120 Mamalahoa Highway, Kamuela, HI 96743, or [employment@keck.hawaii.edu](mailto:employment@keck.hawaii.edu). Apply by: April 23, 2005. EEO/M/F/D/V <http://www.keckobservatory.org>

SEE POSITION DESCRIPTION BELOW

## CALIFORNIA ASSOCIATION FOR RESEARCH IN ASTRONOMY

### POSITION DESCRIPTION

<b>Position:</b>	Summit Facilities Assistant Exempt	<b>Classification:</b> Non-
<b>Department/Group:</b>	Facilities	
<b>Incumbent:</b>	Vacant	

**Summary:** Assists summit personnel in the maintenance, repair, and improvement of observatory equipment. Leads summit custodial efforts to maintain a safe, clean working environment.

**Organizational Relationships:**

**Reports to:** Summit Facilities Maintenance Coordinator

**Supervises:** N/A

#### ESSENTIAL FUNCTIONS:

1. Assist technicians and engineers in maintenance, repair, and assembly of observatory systems, as directed, to insure that equipment is in good operating condition and available for observing.
2. Lead summit custodial efforts as CARA's primary point-of-contact with the custodial service contractor. Resolve tactical problems with the contractor, such as inclement weather, rescheduling missed work, etc. Evaluate contractor performance in accomplishing their Statement of Work and provide feedback to superiors on same. Inspect summit facilities on days when the contractor does not service the facilities and mitigate problems that may exist. This will insure that the summit facilities are a safe, clean working environment.
3. Maintain cleanliness of the machinery rooms, to include sweeping of floors, mopping of floors, cleaning of machinery, and other related tasks, to insure that the machinery and the rooms that house them maintain a professional appearance.
4. Inventory and order refreshments, snacks, condiments, and other such galley items, and general cleaning supplies and paper products, to insure these items are available for summit personnel.
5. Perform select cleaning services in sensitive areas, such as the interferometer laboratory and the adaptive optics enclosures, to insure proper cleanliness of these critical areas.
6. Maintain the supplemental oxygen devices and supplies, and coordinate

- these activities with the SHEA officer, to ensure that the supplemental oxygen equipment is well cared for and available at all times.
7. Coordinate the laundry service for the summit crew coveralls, to insure clean coveralls are available for the crew.
  8. Assist with summit shipping and receiving duties, as needed. This includes the safe loading and unloading of trucks and vehicles, to provide smooth summit operations.
  9. Perform tasks such as assembly of equipment and preparing items for shipment, as needed, to insure that equipment is available when needed.
  10. Maintain stock of medical and first aid supplies to insure that medical supplies are adequate.
  11. Assist in snow and ice removal as required making the facility accessible, operational, and safe.
  12. Drive CARA vehicles as necessary to transport employees and items to and from summit in a safe manner.
  13. 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 diversity of CARA workforce in actions, words, and deeds.
  14. Maintain commitment to a high standard of safety, comply with all safety laws and CARA safety policies/rules, and report actual and potential safety violations to appropriate supervisory or management personnel to further CARA's core value of safety.
  15. Carry out duties productively and look for improvements that can be made to further CARA core values of discovery and service.

**OTHER DUTIES:**

1. Perform other duties consistent with scope of position.

**Minimum Qualifications:**

*Education and Experience*

1. Two years' experience in custodial services, facilities, or similar field.
2. Graduation from high school or an equivalent combination of experience and training.

*Skills*

1. Ability to read, understand, and carry out oral and written instructions in English.
2. Ability to effectively use common maintenance shop hand and machine tools, cleaning tools, and related equipment.
3. Ability to establish and maintain effective working relationships with others.
4. Strong sense of team spirit.

*Other Requirements*

1. Willingness to commit to CARA core and cultural values.
2. Valid Hawaii driver's license.
3. Ability and willingness to work on varying schedule including weekends.
4. Successful completion of high altitude physical
5. Ability to work effectively at 14,000' altitude.
6. Ability to lift up to 50 pounds.

**Desirable Qualifications:**

1. Basic computer literacy

**Working Conditions:**

1. Works at high altitude, often in cold conditions.
2. May stoop, squat, bend, twist, and climb during performance of duties.
3. Is exposed to cleaning agents and chemicals.
4. Lifts up to 50 pounds.
5. Rides in vehicle on sometimes bumpy roads more than two hours per day.
6. Shovels snow on occasion.

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Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date