

## OBSERVATORY TECHNICAL SUPERVISOR

Summary of Duties : An Observatory Technical Supervisor designs equipment for planetarium shows and observatory exhibits; does critical maintenance on delicate and complex equipment; supervises the construction, installation, modification, repair, and maintenance of buildings, exhibits, planetarium and observatory instruments and telescopes at the Griffith Observatory.

Distinguishing Features : An Observatory Technical Supervisor supervises and reviews the work of a small group of technical and nontechnical employees engaged in the construction, installation, modification, repair and maintenance of observatory exhibits and equipment. An employee in this class functions as the plant supervisor and has overall responsibility for the building operation including, purchasing supplies and equipment, writing specifications for needed materials, monitoring work done by contractors, and maintenance and repair of building equipment such as plumbing, heating and air-conditioning installations. An employee in this class supervises and reviews the work of subordinates engaged in the design and construction of scientific instruments and apparatus, and is responsible for designing and directing the creation of finished products. In some cases, component parts may not be available commercially and may necessitate in-house design and manufacture. An Observatory Technical Supervisor is responsible for delicate and precise adjustments to highly specialized instruments, telescopes, machinery and equipment. Assignments are received in the form of general instructions, and work is evaluated by the Observatory Director in terms of results obtained and public acceptance of the exhibits and special effects displayed.

Examples of Duties : Designs and draws plans for various equipment, instruments, and complex electric or electronic wiring and circuits; adapts photographic transparencies for projection in planetarium shows; assigns and reviews the work of subordinates in the construction, installation, and modification of exhibits; reviews and evaluates completed projects; inspects exhibits, refracting telescopes, and a coelostat; occasionally makes emergency repairs and adjustments while equipment is in use; ensures proper installation of mechanical and construction additions to the physical plant and building; coordinates the scheduling of work performed by City construction and support crews; participates in the production of special events; maintains budget for material and equipment used in technical efforts; responsible for purchasing of major equipment and supplies; assures that the observatory building is properly maintained and repaired;

May repair electronic instruments and apparatus, clean domes, and, occasionally assist outside contractors in the preparation of models

and plans for building refurbishing, new exhibits, and other modernization projects; may use a variety of machine and hand tools; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the principles of astronomy, optica, mechanics and electricity as related to the design and construction of scientific demonstrations, exhibits, and observatory equipment; a working knowledge of mechanical drafting; a good knowledge of machine, wood, and sheet metal shop methods, materials, and equipment; a working knowledge of the operation of boilers, air-conditioning equipment, laser image transformers, electrical switch gears, and gas lines;

The ability to operate power and hand tools commonly used in these trades; a working knowledge of the principles and practices of supervision and City personnel policies; the ability to make delicate and precise adjustments and repairs to specialized instruments and equipment; the ability to design and construct a variety of demonstration exhibits and technical equipment from rough sketches or general instructions; and the ability to prepare correspondence, keep records, and make reports.

Two years of full-time paid journey level experience as a mechanic, machinist, sheet metal worker or electrician, one year of which must have been in an observatory or planetarium is required.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform lifting up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.