



**Position: Summit Weather Operations Manager**

**Reports to: Director of Weather Operations**

**Updated: 06/17/2024**

**Supervises: Shift Leaders, Weather Observers, and Interns**

**Job Summary:**

The full-time, year round Summit Operations Manager at Mount Washington Observatory (MWOBS) supports the Director of Weather Operations in managing MWOBS's summit weather station logistical and operational needs. This role focuses on ensuring the effective functioning of weather operations and maintaining the weather station's physical and intellectual properties on Mount Washington. It includes overseeing weather station activities, staff coordination, and collaboration with external partners.

This position is eligible for remote and flexible time (please see all benefits below). To apply, please send a cover letter, resume, and three references to [jobs@mountwashington.org](mailto:jobs@mountwashington.org) to be considered for this full-time, year-round position. The position remains open until filled. A complete description of job responsibilities can be found below.

**Primary Duties and Responsibilities:**

Summit Operations:

- Oversee day-to-day operations for MWOBS's weather station at the summit of Mount Washington, including, but not limited to, staffing, instrumentation, physical plant maintenance, and forecast services.
- Ensure the weather station is supplied with food, equipment, specialized clothing, and other necessary supplies.
- Coordinate transportation needs with the Transportation Manager for efficient movement of staff and supplies.
- Run weather station errands to support operational needs.

Staff Management:

- Assist in hiring, training, supervising, evaluating, and if necessary, terminating MWOBS summit staff consisting of professional observers and interns.
- Ensure all observer shifts are covered and be available to substitute for observers as needed during vacations, sick time, injuries, and other events.

Logistical Coordination:

- Manage scheduling and coordination of the weather station's physical and logistical resources, including transportation, beds, meals, instruments, and staff time.
- Oversee the responsible use of MWOBS facilities and resources by departments and external agencies.

- Assist the Office Administrator/Membership Coordinator in coordinating volunteer programs and logistics for MWOBS on the summit.

#### Maintenance and Calibration:

- Ensure the maintenance and calibration of weather instrumentation and weather station facilities.
- Lead efforts to upgrade and improve weather station facilities and equipment.

#### Mesonet Support:

- Assist the Director of Technology with tasks related to the Mount Washington Regional Mesonet system, including maintenance and calibration.
- Coordinate with the Director of Technology to ensure proper functioning and data management of the Mount Washington Regional Mesonet system.

#### Data Management:

- Handle data requests and management in coordination with the Director of Technology for accurate and timely data availability.

#### Collaboration and Communication:

- Collaborate with MWOBS staff, including technology, education, communication, development, and finance teams.
- Maintain positive relationships with summit community members, including the State of New Hampshire agencies, Appalachian Mountain Club, White Mountain National Forest, Mount Washington Cog Railway Company, Mt. Washington Auto Road, TownSquare Media , and others.

#### Safety and Professional Training:

- Oversee and arrange proper training for MWOBS's summit staff, including CPR and First Aid certifications.
- Ensure compliance with safety protocols and procedures to maintain a safe working environment.

#### Public Relations:

- Represent and promote the summit and MWOBS in interactions with the media, membership, public, scientific, and professional communities.
- Assist in writing articles for Windswept and other journals as appropriate.

#### Additional Responsibilities:

- Perform other related tasks as assigned by the Director of Weather Operations.

#### **Education and Experience:**

- Bachelor's degree in a weather-related field or equivalent experience.
- Demonstrated experience in operational and logistical management.
- Data assurance
- Instrumentation
- Problem solving
- Forecasting

#### **Knowledge, Skills, and Abilities:**

- Strong leadership and supervisory skills.
- Excellent organizational and communication skills.
- Ability to work collaboratively in a team environment.

- METAR certification within three months of acceptance of the position.

**Work Environment:**

The Summit Operations Manager is expected to spend time on the summit in the MWOBS weather station and in MWOBS North Conway office environments as needed but may work remotely when appropriate.

**Benefits:**

This position qualifies for the standard benefits package for full-time employees. Current employee benefits include generous paid time off, health, vision, and dental insurance, short and long-term disability insurance, a retirement plan after six months of service, New Hampshire paid family medical leave, complimentary gear from our sponsors, and discounts on our retail items. Our employees also have a 401K retirement plan, with an optional 5% match after 6 months of employment.

**Compensation:**

Based on expected 80 hours bi-weekly, ranging from \$50,000 to \$54,000 per year depending on experience.

**Hire/Fire Responsibility:**

The Summit Operations Manager has the responsibility to assist in hiring, training, supervising, evaluating, and terminating MWOBS summit staff as needed.

**Employment at Will:**

This job description does not constitute an employment agreement between MWOBS and employee and is subject to change as needs evolve.

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