

COMPUTER OPERATOR

DEFINITION OF WORK

Under regular supervision, performs responsible and diverse technical work in the operation of computing equipment; does related work as required.

EXAMPLES OF WORK

On assigned shift, monitors, controls and operates multiple computers in a networked on-line environment using various operating systems, simultaneously processing a variety of applications; monitors real-time applications such as computer aided dispatching to maintain on-line availability and service to customers; operates both high-speed laser and line printers to produce printed reports and forms; operates peripheral equipment such as form releasers and bursters; prepares output forms, reports and media for distribution to customer departments; operates a variety of on-line and off-line data storage equipment using several types of media; manipulates software controls to rearrange equipment to continue operation when individual units of a system malfunction; performs work as required to maintain accuracy of multiple tape library systems and the associated tape libraries; places calls for assistance to correct problems with the operation of an application; places service calls to appropriate provider as needed on the various computers, printers and other associated equipment in the Computer Center.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to an associate's degree in a computer related field, supplemented by specific training in the operation of computers and servers in a network environment, and some experience in the operation of computer equipment. Knowledge of the operation, uses and capabilities of computers and associated networked equipment; ability to adapt to changes in the operating environment; ability to communicate both written and orally in a complex technical field.

Knowledge, Skills and Abilities: Must be able to move up to 50 lbs.; consistently maneuver in the office area and be able to work with small and large objects. This position will work primarily indoors and be exposed to repetitive motion/operations and long periods of sitting and standing.

