Computer Operator

Job Title:	Computer Operator	Company Job Code:	....
FLSA Status:	....	Division/Department	....
EEO Code:	....	Reports to:	Supervisor
Salary Grade/Band:	....	Last Revision Date:	....

SUMMARY

Perform a variety of computer operations. Monitor console control panel and make procedural and/or operational corrections as necessary.

PRIMARY RESPONSIBILITIES

1. Operate and monitor mainframe and mid-range computer and peripheral equipment to include; printers, tape and disk drives.
2. Observe operation of equipment, control panels, error lights, verification printouts, error messages, and faulty output.
3. Research error messages and manipulate console to resequence job steps after a job is interrupted.
4. Monitor console control panel for faulty output or machine stoppage.
5. Make procedural and/or operational corrections as necessary.
6. Contact appropriate staff to resolve console control panel errors.
7. Determine source of computer problems (hardware, software, user access, etc.).
8. Advise staff on appropriate action.
9. Remove and distribute computer output.
10. Clear equipment at end of operating run and review schedule to determine next assignment.
11. Serve as liaison between staff and the technology department to resolve issues.
12. Provide recommendations on company technology purchases.
13. Document computer problems and resolutions for future reference.
14. Maintain confidentiality with regard to the information being processed, stored or accessed.
15. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Provide on-the-job training to new department staff members.
2. Assist personnel of other departments as a computer resource
3. Provide computer orientation to new company staff.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Knowledge of computer system backup requirements and procedures. Knowledge of computer input and output media. Ability to initialize and operate computer hardware and software systems. Ability to utilize computer operating systems utilities. Knowledge of computer job control procedures. Ability to determine the nature of computer hardware and systems software problems, and to communicate technical guidance and information to users. Ability to learn and support new systems and applications. Work with staff requires interpersonal skills. This is normally acquired through a combination of a Bachelor's Degree and three to five years of computer operations experience.
2. Duties require ability to lift objects up to 40 pounds.
3. Willingness to work different shifts.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work requires extensive work using a computer. Occasional lifting of objects up to 40 pounds. May require shift work.