

Title: Computer Operator II

PG: 38

Status: Civil Service

Position Reports to: Data Processing Operations Supervisor

Department: Information Technology

Job Class: 6022

Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible technical work in the operation of large mainframe computers. Work is performed with considerable independence; employee receives minimal direct supervision through conferences, observation of work in progress and results obtained.

ESSENTIAL FUNCTIONS:

1. Operates mainframe computer and peripheral equipment; through operator's terminal, including tape units, printers and disk drives.
2. Provides proper input and output media to the various peripheral devices as needed. Reviews output data for reasonableness and errors.
3. Rebuilds data files that have been compromised either by machine malfunction or programming error.
4. Assists Systems and Programming staff in the testing of new or modified programs.
5. Recommends to supervisor improvements to user service, production schedules and new equipment.
6. Trains new computer operators.

ADDITIONAL RESPONSIBILITIES:

1. Assists users with data communications problems, places repair calls when necessary.
2. Supervises the computer room in the absence of the data processing operations supervisor.
3. Creates microfiche tapes; receives and checks microfiche, performs tape backups on PC network servers.
4. Carries a beeper on weekends on a rotational basis with other Computer Operator II's.
5. Monitors UPS system (Uninterruptible Power System) computer room temperature and humidity and City Hall fire alarm system.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the operation of mainframe computers and their peripheral equipment.
2. Considerable knowledge of a computer data communication system and ability to monitor the same.
3. Ability to handle most situations that might arise while operating a mainframe computer in a multiprocessing mode.
4. Ability to read, understand and prepare complex operator instructions.
5. Ability to establish and maintain effective relationships with supervisors and other employees.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, and depth perception.

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QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its' equivalent, with supplemental training in the operation of mainframe computers.
2. Three (3) years of experience in the operation of mainframe computers and peripheral equipment.
3. An equivalent combination of education and work experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. May be required to possess and maintain a valid home telephone number.
2. May be required to possess a valid Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.