

		ISSUED: <u>2/97</u> & <u>6/93</u>
	SALARY	CLASS
TITLE: <u>Computer Operator</u>	SCHEDULE: <u>Staff</u>	CODE: <u>SA544</u>
	SALARY	EEO
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	GRADE: <u>6</u>	CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

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## **POSITION PURPOSE**

Set-up and maintain University computer mainframes and peripherals to enable University personnel, students and the general public to utilize equipment for a variety of purposes. Perform specific work routines necessitating the ability to operate basic computer hardware.

## **ESSENTIAL JOB FUNCTIONS**

- Operate electronic computer and peripheral equipment. Ensure hardware is in proper working order; solve problems caused by power outages, equipment malfunctions and production jobs ending incorrectly; power equipment up and down as necessary.
- Set-up computer and peripheral equipment according to user specifications. Mount appropriate tapes; initiate job runs; shift equipment and production jobs from one system to another as necessary; monitor computer output to ensure completion and quality printing of jobs. Track mainframe production to prevent system overloads.
- Assist internal and external users with network problems and operation. Schedule production jobs; ensure completion of jobs; keep abreast of how to run new hardware and software on system. Ensure users have access to computers through the network and jobs are run using the proper tapes, paper and time allocations. Prioritize production job schedule.
- Assist Tape Library Controller as needed. Pull and replace tapes; clean tapes and tape drives; ensure correct tapes are mounted for production jobs. Distribute work to part-time and/or temporary employees.
- Oversee and maintain computer system and peripheral equipment. Alert proper personnel and vendors of equipment problems; troubleshoot system and arrange for preventative maintenance to ensure constant availability of system; operate and maintain printers; check and reset circuit breakers. Report on delays in computer service and potential problems. Monitor mainframes, controllers, communication processors, tape drives and modems.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level utilizes the ability to follow standardized work routines in order to operate and maintain computer mainframes and peripherals for use by the University community and the general public. Duties are specific in nature, but an awareness of related activities is essential. Work activities are dictated by established routines, but the incumbent must handle them based on information learned through exposure or prior experience. Duties are performed in a large room which houses computer equipment. This exposes the incumbent to cold temperatures and high levels of noise. Computer systems are available to internal and external users on a 24-hour a day, 365-day a year basis, which necessitates that incumbents work a variety of shifts, weekends and holidays. This classification is typically found in the Division of Computing and Information Technology and reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Ability to work a variety of shifts weekends and holidays.
- Ability to communicate effectively with others.
- Some experience working with large mainframe computers and peripherals.
- Some data processing experience
- Some operating knowledge of MVS, VM/CMS, CICS, and Unix.
- Some knowledge of client server environment.
- Typically, incumbents have held part-time positions in computer operations.