

COMPUTER OPERATOR I

NATURE OF WORK

This is technical work in the operation of computer systems and peripheral equipment in a University faculty or department.

Work involves responsibility for the operation of computer systems and peripheral equipment. Work includes receiving and processing requests for input, filing and distributing output to users, maintaining a variety of records and assisting in the generation of user accounts. Work is performed independently under the supervision of a technical superior. Work is reviewed through discussion, observation of results obtained and absence or presence of complaints.

ILLUSTRATIVE EXAMPLES OF WORK

Operates master consoles to perform start up and power down procedures for computer systems.

Monitors system console for tape requests; responds to tape requests in an appropriate and efficient manner; refers unusual problems to superior.

Allocates various system resources; ensures that jobs are completed as per user requests; manipulates job queues to achieve maximum throughput.

Monitors printer queues; resolves irregularities; refers problems to supervisor.

Performs back-up procedures, including off-site storage in accordance with established instructions and procedures.

Assists in the generating of user accounts; provides forms to prospective users for completion; distributes passwords to users according to instructions.

Identifies hardware malfunctions; takes appropriate action; refers problems to supervisor, as necessary.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in the operation of computer systems and peripheral equipment; graduation from high school supplemented by completion of a data processing program from an institution of technology or trades school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the methods and practices involved in the operation of computer systems and peripheral equipment.

Some knowledge of computer support equipment, including power management systems, water and smoke detection systems, fire suppression system and related emergency procedures.

Ability to maintain clerical records.

Ability to understand and carry out complex oral and written instructions.

Ability to establish and maintain effective working relationships.

Skill in the use of systems and peripheral equipment.

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