

COMPUTER OPERATOR

DEFINITION

Under general supervision operates computer systems and peripheral equipment including optical scanner, line printer, tape drives, card reader, card punch, word processor, decollator, burster, and keypunch; maintains records, troubleshoots problems, writes Job Control Language; leads new operators; and performs related work as required.

EXAMPLES OF DUTIES

Prepares computer system for operation; runs "power up" sequence following detailed instructions; follows "power down" instructions. *E*

Assembles master, input, and output tapes, special forms, disks, and job control cards; prepares input for run; determines most efficient sequence of jobs. *E*

Loads tapes, disks, forms; changes input/output; reads job control cards into the computer; responds to messages. *E*

Adjusts/sets per run specifications; checks for proper execution; checks output to determine if it meets specifications and instructions. *E*

Determines/corrects overload condition in libraries, error messages, and job accounting. *E*

Cleans and services peripheral equipment including optical scanner, line printer, mag tape drives, card reader, card punch, decollator, burster, and keypunch. *E*

Sorts and labels output. *E*

Posts totals from accounting reports; calculates balances and compares with computer balance; and files accounting cards. *E*

Organizes and inventories stock of forms, cards, and paper. *E*

Posts records of operations including console log, back-up log, personal time log, and tape status report. *E*

Updates tape library, filing and removing tapes; and files back-up tapes in special vault. *E*

Operates assigned word processing system; troubleshoots problems with input, output, various machines and components, power supply, parts, supplies, equipment, forms; identifies and corrects errors; and restores files as needed. *E*

EXAMPLES OF DUTIES (cont.)

Examines job control statements. *E*

Maintains system in ready, functional state. *E*

Creates and maintains records and consolidated tapes of input data. *E*

Changes JCL statements; documents changes in JCL statements, and flow charts. *E*

Determines possible improvements in efficiency. *E*

Trains and instructs new operators. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Data processing terms, practices, and procedures;
2. Use of JCL;
3. Operation and maintenance of computer systems and peripheral equipment;
4. Business math;
5. Simple record keeping;
6. Appropriate safety precautions and procedures.

Ability to:

1. Evaluate job control statements;
2. Clean and service peripheral equipment;
3. Maintain logs and records of computer operation and tape library;
4. Locate, define, and solve mechanical, logistical, and electronic problems;
5. Operate a computer system including the following hardware: IBM 4341 CPU or equivalent, disks, tape drive, card reader, line printer, optical scanner, card punch, key punch, decollator, and burster;
6. Operate IBM DOS/VSE, POWERS/VS, and CICS software,;
7. Converse on telephone;
8. Explain complex technical problems and solutions to programmer and programmer analyst, users, and customer engineers;
9. Read, understand, and follow computer operation manuals;
10. Operate a calculator;
11. Understand and carry out oral and written instructions;
12. Establish and maintain effective relationships with those contacted in the course of work; and
13. Maintain work pace appropriate to given workload.

EDUCATION

Completion of formal training in computer systems operation and routine maintenance.

EXPERIENCE

Recent experience in the operation and maintenance of a computer system.

WORKING CONDITIONS

Environment:

Indoor work environment; and subject to constant interruptions and noise from equipment operation.

Physical Abilities:

Sitting and operating a keyboard for extended periods of time; dexterity of hands and fingers to operate standard office machines; hearing and speaking to exchange information; seeing to read computer operations manuals; moderate lifting up to 40 pounds; climbing steps; reaching overhead, above the shoulders and horizontally; and bending at the waist.

Hazards:

Extended viewing of computer monitor.

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