

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6405
Pay Grade: D10

FLSA: Non-Exempt

COMPUTER OPERATOR

MAJOR FUNCTION:

Performs entry level technical work in the operation of computer equipment for processing of all computer jobs to meet production schedules. Work is performed under general supervision and reviewed through observation of work in process and results obtained.

DUTIES AND RESPONSIBILITIES:

- Operates computer terminal to submit jobs to production runs according to daily job schedule.
- Operates high speed scanner to scan various documents such as test forms, surveys, etc.
- Reviews job cancellations and abnormal endings (abends) to determine origin of problem; assists with problem resolution and reruns job if necessary.
- Maintains various logs and reports of work done on assigned shift.
- Inventories operation's supplies; cleans equipment and maintains computer inventory as required.
- Monitors computer room and various school based equipment to insure proper operating conditions and functioning of hardware and software.
- Lifts heavy supply boxes on occasion.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus certified completion of a college level or vocational program in computer systems operation, including basic programming; plus one year of experience in the operation of a large mainframe computer and peripherals.

ISSUED: 8/79 SSN; REVISED: 3/86 MW; BOARD APPROVED: 3/12/86; REVISED: 2/90 MW; BOARD APPROVED: 3/28/90; REVISED WC: 7/04 LM; REVISED D&R & WC: 12/06 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

COMPUTER OPERATOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Computer Operator – NR