

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6410
Pay Grade: D12

FLSA: Non-Exempt

SENIOR COMPUTER OPERATOR

MAJOR FUNCTION:

Performs advanced technical work in the monitoring, control, and operation of computer equipment for processing of all computer jobs to meet production schedules. Work is performed independently under general direction, and reviewed through observation, conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Operates all computer mainframe and peripheral equipment, including computer console, storage devices, printers, and other auxiliary I/O devices.
- Monitors the terminal network to insure uninterrupted operation of all CRT's within the system.
- Reviews the daily computer job stream for program sequence prior to execution; corrects errors prior to job run; takes independent corrective action to determine and resolve minor system malfunctions; performs restart procedures; checks Job Control Language and corrects, as necessary.
- Makes priority decisions regarding changes in job run schedules, as necessary, to obtain optimal system performance.
- May provide lead supervision to lower level computer operators, as required; assists supervisor with training functions.
- Assists supervisor with correcting equipment problems; notifying appropriate technical representatives or staff for repair of equipment malfunctions; maintains records on equipment failures and downtime.
- Assists in maintaining operating records; documents non-routine computer related activities on assigned shift.
- Oversees security of the computer room, and insures only authorized personnel have access to hardware.
- Coordinates with programming and data control personnel on work related to job scheduling and execution.
- Applies knowledge of mechanical details in the operation of the computer and auxiliary equipment, support and control programs, tape and disk operating systems, application processing, operating systems, JCL, and all utility programs used within operations, in order to process jobs according to the production schedule.
- Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, supplemented by certified technical training or college level course work in data processing computer operations, including basic programming and JCL; plus two (2) years experience operating a large computer system, including peripherals; or an equivalent combination of education, training, and experience.

ISSUED: 9/79 SSN; REVISED: 2/86 MW; BOARD APPROVAL: 2/12/86; MQ'S REVISED: 2/93 PBL;
BOARD APPROVED: 2/24/93; REVISED WC: 6/04 LM.

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

SENIOR COMPUTER OPERATOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	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				

Senior Computer Operator - NR