The University of British Columbia

STANDARD JOB DESCRIPTION

Job Title: SENIOR COMPUTER OPERATOR	Pay Grade: 11

Level Definition:

This level covers positions responsible for operation, scheduling and control of a computer system on an assigned shift. Position is accountable for optimum and efficient utilization of hardware; quality control; the planning, scheduling and checking of out-put, and related record maintenance.

Typical Duties:

Performs any of the work of the Computer Operator level and in addition:

- Examines scheduled job requests and separates those requiring special processing; plans and schedules work in accordance with priorities.
- Distributes, coordinates and checks the work of computer operators for quality and accuracy.
- Gives training and instruction to computer operators and trainees in all phases of the operation of computer equipment and related procedures.
- Maintains records regarding staff attendance, overtime, absences and reasons, etc. Assists the Supervisor of Operations with performance evaluations of the operators and trainees.
- Is responsible for all required computer room records on the shift such as: log of jobs being run, their file numbers, lapsed time and nature of problems, if any; U Plan reports to track downtime of any device out-of-order, how and when fixed; Production Job Problem Reports; shift transfer log; etc.
- Is responsible for the security of restricted operation areas and for the confidentiality of sensitive reports and data within these areas.
- Is responsible for security of the tapes and disks by ensuring correct filing and control according to established procedures.
- Ensures all onsite peripheral equipment is kept vacuumed and dusted; and magnetic tape drives cleaned to prevent errors on the tapes.
- Provides coverage for reception area by reassigning computer operators.
- Provides backup assistance for other computer systems as required.
- Keeps abreast of current computer technology as it applies to U.B.C.'s computer systems, through the reading of manuals and/or the completion of courses.
- Performs other duties related to qualifications and requirements of the job.

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APPROVED: H. J. Burian,   Date March 12, 1984

APPROVED:

Decision Making: Responsible for planning and supervising an effective work flow through several positions at lower classifications. Uses judgement and initiative in scheduling use of equipment to ensure that deadlines are met and quality standards maintained. Decides on action required according to general procedures in the event of hardware malfunction or failed production jobs.

Supervision
Received: Works independently under general direction in accordance with established system of priorities.

Supervision
Exercised: Trains, allocates and checks work of computer operators at lower classification levels and assists supervisor with performance evaluations of employees.

Minimum Qualifications

Education: High school graduation plus successful completion of a diploma program in computer operations from a recognized technical institute or vocational school, or, alternatively, an equivalent combination of formal and on-the-job training operating small to medium scale computer systems.

Experience: Three to four years progressively more responsible experience operating medium to large scale computer systems, including staff training and supervision.

Skills: Thorough knowledge of all equipment in the installation in order to be able to effectively explain all operating procedures to staff and to diagnose equipment malfunctions; proven ability to supervise; good communication skills essential for the training function and for effective handling of enquiries or problems from faculty, staff and students.

Other Requirements: Must be available and willing to work shift hours.

FEBRUARY 1984