

The University of British Columbia

STANDARD JOB DESCRIPTION

Job Title: COMPUTER OPERATOR TRAINEE

Pay Grade:

7

Level Definition: This level covers trainee positions in which employees are expected to gain the knowledge and experience to perform the duties of a computer operator.

Typical Duties: Performs the duties of a Computer Operator under supervision such as:

- Operates console.
- Mounts tapes, disks and paper stock.
- Sets up and monitors computer hardware such as printers and plotters.
- Operates auxiliary equipment such as bursters, sorters and decollators.
- Runs routine jobs on the computer.
- Records in appropriate logs jobs being run, equipment malfunctions and software problems.
- Performs other duties related to qualifications and requirements of the job.

Decision Making: This is an entry level position and as on-the-job training progresses employees are expected to use more initiative in the setting up and operating of computer equipment. All problems are referred to supervisor.

Supervision Received: Positions in this class are given detailed instructions and work under supervision.

Supervision Exercised: Positions in this class have no responsibility for supervision of other employees.

Minimum Qualifications

Education: High school graduation supplemented by 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: With a diploma no experience is required. Without a diploma one to two years experience on small to medium scale computer systems.

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APPROVED: _____

A. J. Burian

DATE: _____

March 12, 1984

APPROVED: _____

Skills: Ability to follow procedures and to carry out instructions.

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

FEBRUARY 1984