

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing Mainframe – Print Services

POSITION NUMBER
20006540

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Operator 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006536 Computer Operations Supervisor 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 p.m. – 4:00 p.m. On call 24 hours a day, 7 days a week Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Operates & monitors high-speed laser & impact printers using more complex IBM JES3/MVS messages (e.g., manipulation of reports & print scheduling) & Windows messages (e.g., manipulation of output production for desktop & network printing): loads/unloads forms from printers; reports printer hardware malfunctions to lead operator or supervisor; performs routine tasks related to operating high-speed IBM/Xerox laser printers (e.g., adding toner, developer, emptying toner collection stations); cleans & performs routine minor maintenance on printers & peripheral equipment; maintains related logs/forms associated with print activity; uses multi-vendor personal computers; uses Microsoft Exchange for email communications; reads technical manuals regarding equipment & system procedures; completes online training/tutorials through Computer Based Training; responds to system issues 24 hrs a day, 7 days a week which requires overtime, standby or call back.	Knowledge of (1) safety regulations & procedures compatible with OSHA standards; (2) State Printing - Print Services Computer Operator Training Guide*; (3) JES3/MVS messaging Skill in (4) operation of computer terminal & peripheral computer equipment (e.g., IBM/Xerox high-speed laser printers, impact printers, microcomputers, & peripherals). Ability to (5) carry out simple instructions; (6) define problems, collect data, establish facts & draw valid conclusions; (7) comprehend simple sentences with common vocabulary; (8) read technical manuals & instructions; (9) move limbs/fingers easily to perform manual functions repeatedly; (10) stand, walk or bend continuously; (11) demonstrate strength to lift, push, pull or otherwise move up to 50 lbs. of paper/forms or supplies; (12) responds to system issues on 24X7 basis; (13) carry cell phone or wear pager.
20	Operates pre & post processing equipment related to State Printing Mainframe Print Services activity (e.g., automated paper roll feed system, decollators, bursters, shrink wrapper, perforator, paper jogger, loop bundler): cleans & performs routine maintenance on pre & post processing equipment; reports malfunctions of pre & post processing equipment to lead operator or supervisor.	Knowledge of 1, 2*, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 11, 12 *developed after employment.

JOB CODE TITLE
Computer Operator 3

JOB CODE
12372

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoner/jcc 5/14/08

apd 6-16-08cl

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15	Distributes completed output reports: lifts, pulls, pushes or otherwise moves up to 50 lbs. of paper/forms repeatedly to user output boxes/flatbed carts/output stacker carts; moves paper/forms from storage shelf/areas to printer; retrieves consumables (e.g., toner, developer mix, ribbons, filters & other supplies); logs inventory used for production.	Knowledge of 1, 2*, (14) safe lifting procedures, office ergonomics; (15) computer forms, computer printer supplies; (16) inventory control Skill in (17) operation of handcarts & pallet jacks. Ability to 5, 6, 7, 8, 9, 10, 11, (18) retrieve standard stock & supply items; (19) record incoming/outgoing supplies, stock & shortages; (20) respond to customer inquiries
10	Performs other related duties: (e.g., assists in collection & completion of maintenance logs, records distribution of reports, attends training classes & seminars). Works as an essential employee.	Knowledge of 1, 2* Ability to 5, 6, 7, 8, 9, 10, 11, (21) complete routine forms.

*developed after employment

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