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Peripheral Equipment Operator 04

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I. INTRODUCTION

This position is located in

This position operates, monitors and adjusts various peripheral devices and systems in support of the large scale computer systems.

II. MAJOR DUTIES AND RESPONSIBILITIES

Sets up and operates a variety of on and off-line peripheral equipment including tape drives, high-speed impact printers, tape-to-print converters, data transmission devices, micrographics processors, graphic plotters, etc.

Maintains required logs and records.

Observes quality of output and terminates processing when output is unacceptable. Assembles and labels output.

Loads and adjusts equipment, observes defective tape or paper. Clears jams. Corrects malfunction when possible or seeks assistance.

Pulls tapes from racks and positions in designated locations for operations.

Verifies identification and retention entries on active tapes and hangs in racks in control number sequence.

Performs tape cleaning, verification and repair functions, erases tape contents on a degausser and maintains logs of actions taken, errors corrected, length of tape, date, condition of tape and need to replace tape if condition indicates potential problems.

III. FACTOR LEVELS

Factor 1 - Knowledge Required FL 1-3, 350 pts.

Knowledge of the operating procedures, techniques, characteristics, and interrelationships of peripheral devices such as tape and disk drive units, high speed on and off-line printers, tape-to-print devices, and other related devices.

Knowledge and skill to set up, operate, monitor, and perform multiple adjustments and corrective adjustments to a wide variety of on and off-line peripheral devices.

Knowledge and skill to clear machine jams, diagnose and correct error situations not involving programming or mechanical faults in order to prevent additional down time of the peripheral equipment.

Ability to maintain various equipment logs and records to record machine time, down time, or any other monitoring or peripheral equipment desired by management.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

Assignments are repetitive and allow the operator to become thoroughly familiar with operating characteristics of the various peripheral devices. The operator works independently but there are senior operators or a supervisor available for assistance with unfamiliar conditions and operational problems. Completed work and work in progress is reviewed for acceptability.

Factor 3 - Guidelines FL 3-2, 125 pts.

Guide consists of equipment manufacturers handbooks, established procedures, and agency regulations and standards. The guides are specific and generally cover most situations. The operator applies judgment in selecting the appropriate guideline for application to operating problems, machine adjustments, and maintenance. Situations that are not covered in guidelines are referred to the supervisor.

Factor 4 - Complexity FL 4-2, 75 pts.

Work involves performing a variety of related tasks necessary in the operation of equipment. This includes preparing control and transmittal records, counting and sorting documents, operating or assisting in the operation of peripheral equipment; mounting, removing, labeling and forwarding of tapes to computer room. Variety requires incumbent to identify necessary steps involved in each process. The employee determines the corrective action to be taken after considering the problem, type of equipment, possible causes, and past experience in operating such equipment.

Factor 5 - Scope and Effect FL 5-1, 25 pts.

The operation of the equipment facilitates the work of others within the organization and contributes to the overall effectiveness of the operation. Performance of the work affects the quality and timeliness of the service.

Factor 6 - Personal Contacts FL 6-1, 10 pts.

Contacts are primarily with co-workers in the immediate and support units and immediate supervisor.

Factor 7 - Purpose of Contacts FL 7-1, 20 pts.

Contacts are for the exchange of information regarding the work. Typically, the incumbent is seeking specific instructions not covered in the guidelines.

Factor 8 - Physical Demands FL 8-2, 20 pts.

Incumbent is required to stand six to eight hours daily while operating and observing the equipment and/or sitting at a desk for long periods. The work requires frequent bending, stooping and walking, carrying items such as magnetic tapes, trays of forms, reports, paper, etc. Bins of work are pushed to other locations.

Factor 9 - Work Environment FL 9-2, 20 pts.

The work is performed in a light industrial setting or computer environment, with moderate risks and discomforts such as high noise levels, unusually cool climate, and exposure to inks, chemicals, toner and paper dust. More care required to avoid accidents than needed in the usual office environment.

TOTAL = 770 pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: November 4, 1994)

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