

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COMPUTER SYSTEMS EQUIPMENT OPERATOR

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- One (1) year work experience with computer equipment.
- Proficiency in use of computer applications and technical equipment as related to departmental functions.

SUPERVISION

REPORTS TO Designated Supervisor
SUPERVISES No supervisory duties

POSITION GOAL

To operate computer peripheral and free-standing support equipment as specified.

PERFORMANCE RESPONSIBILITIES

1. *Set up and operate computer peripheral devices and free-standing computer support equipment.
2. *Perform routine preventive maintenance as specified by device manufacturers and installation standards.
3. *Handle input and output media with due care for integrity of data and utility of media for subsequent use.
4. *Fulfill administrative reporting requirements.
5. *Review quality of all output materials to ensure timeliness, readability, and accuracy.
6. *Maintain current knowledge of operating characteristics and requirements of peripheral devices.
7. *Maintain current knowledge of standards applicable to the operation of peripherals and the handling of input and output media.
8. *Perform required set-up and take-down functions expeditiously and effectively.
9. Perform other duties as assigned by the designated Supervisor.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Servers, PC's, Printers, Handcart

PHYSICAL REQUIREMENTS

MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITY

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Bending	Lowering the body forward from the waist.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

TERMS OF EMPLOYMENT

PAY GRADE		POSITION CODES		FLSA		BOARD APPROVED	
AS-C	\$31,925 - \$56,694	PeopleSoft Position	TBA	<input checked="" type="checkbox"/>	Applicable		June 8, 2004
District Salary Schedule		Personnel Category	14	<input type="checkbox"/>	Not applicable	Previous Approval Date	May 15, 1993
Months	12	EEO-5 Line	50				
Annual Days	258	Function	7750				
Weekly Hours	37.5	Survey Code	82023			ADA Information Provided by	Barbara McCaskill
Annual Hours	1935	Job Code	1607			Position Description Prepared by	John Reichert