



Example of Computer Operations Job Description

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Our company is looking to fill the role of computer operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for computer operations

- Assist with the implementation of new products that will be supported by the Guelph Computer Centre Operations
- Provide hands on service for various hardware devices located in GCC
- Develop sound operational knowledge of the tools required to support the systems, subsystems and support products in our area
- Manage a varied, unpredictable workload, while interacting with a team of specialists providing support to various projects
- Apply system, network and application changes
- Determine incident severity and escalate issues accordingly
- Ensure problems are quickly identified, resolved and documented to avoid a reoccurrence
- Schedule changes to the batch schedule as directed
- Monitor jobs and communicate failures to the oncall staff
- Print output from batch processes

Qualifications for computer operations

- Rotate backup tapes and package them in the correct containers for shipment to our off-site storage facility
- Create and maintain documentation that will be used by other operators
- Continually improve skills through on-the-job training and peer learning
- Candidate must meet certification requirements of DOD 8570 IAT level II

- Experience with packet/protocol fault analysis for common IP and Ethernet protocols and troubleshooting wired and wireless connections using wireless traffic analyzers (Wireshark, TCPDUMP, Omnipcap)
- Master's degree in Liberal Arts/Sciences (or equivalent formal military training) and 12+ years of related experience