



# Example of Computer Operations Job Description

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Our growing company is hiring for a computer operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for computer operations

- Create, review, and close Help Desk tickets
  - Work with System Administrators to provide operational "hands-on" support for the systems in the site
  - Monitor data center infrastructure systems (electrical systems, cooling systems, ), escalating to IT facilities and calling in service personnel as needed
  - Prepare backup tapes for system backups and off center storage
  - Coordinating deliveries and service calls
  - Coordinating Equipment room access for internal staff 3rd party electrical, HVAC, and facilities technicians
  - First level facilities troubleshooting (issues with power, heating and cooling)
  - Maintain data center access controls
  - The Distributed Training System (DTS) Computer Operations Support Analyst (COSA) will report to the C2BMC Operations Training Lead and is responsible for day-to-day operation and sustainment of C2BMC training systems environment for training missions supported by C2BMC's presence at the Missile Defense Integration & Operations Center (MDIOC)
  - The DTS COSA is responsible for providing training and exercise support for all scheduled warfighter events and coordinates with JFCC-IMD, USNORTHCOM, GMD, remote sites and C2BMC systems and network infrastructure, hardware and/or application service providers on various issues and concerns
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- Experience and/or knowledge of Tivoli job stream scheduler, Quickbase inventory manager, Daptiv Project management and other software packages
- Experience installing server, cabling and other infrastructure
- Lead Computer Operator experience and/or training a plus
- This is a 3 or 4 day, 8 hour day or night time shift
- Sound background and experience with operations and maintenance of large-scale computer and communications systems/networking environments
- High School diploma or equivalent (technical training), and two to three years of related experience