



Example of Console Operator Job Description

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Our growing company is looking to fill the role of console operator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for console operator

- Provide assistance when applicable during the execution of Disaster Recovery Exercises
- Assist with the implementation of new products that will be supported by GOCC Master Console
- Constantly seek improvement for all service desks within the GOCC
- Monitor mainframe systems and infrastructure applications on various monitoring tools
- Monitor and maintain "Master Console Operations" mailbox
- Co-ordinate maintenance and hardware issues with service providers (IBM, Oracle)
- Operate mailroom console to assure smooth run through mailroom to loading dock and trucks
- From a Control Room monitors computer screens to track the chemical production activities underway in various units by tracking temperatures, pressures, levels, ensuring safety equipment such as alarms and interlocks are in place and operable (not by-passed), and taking corrective actions as necessary, in order to maintain unit safety and ensure the integrity of the process and equipment
- Adjusts the process parameters for unusual weather related events, including freezing temperatures and hurricanes, following Operating Procedures to de-inventory and/or bleed water systems
- Coordinates actions taken by field operators when needed

Qualifications for console operator

- Comprehensive working knowledge with MS SharePoint, OneNote, and other Microsoft Office Professional tools (Word, Excel, PowerPoint)
- Must possess intermediate computer skills on multiple security systems
- Any technical certification like MCSE, Red Hat, VM ware
- Persons who have handled international clients are preferred
- Should have good knowledge of mainframes and general operations