

### **1.2.9 DATA PROCESSING OPERATOR, PRINCIPAL CLASS**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing the functions of team leader responsible for technical operations in the computer room. In this capacity, the employee must coordinate all of the work carried out by his or her team.

#### **Characteristic functions**

The employee in this class of employment carries out with the members of his or her team the characteristic functions of data processing operators and performs the most complicated work. He or she organizes, coordinates, manages and monitors the work of his or her team members. He or she sets work priorities related to computers and takes part in preparing the work listed on the work schedule; verifies work requests and distributes programs; distributes the work and monitors the quality and quantity of the work completed. He or she prepares a daily report of the completed work as well as the work in progress.

In case of equipment breakdown or other malfunction, the employee takes the necessary measures designed to keep production going and to ensure that work schedules are respected.

He or she takes part in setting up new production methods and in keeping current methods up to date.

He or she may be required to train new data processing operators and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling and experience

Hold a Diploma of Vocational Studies in Computing Support or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have seven (7) years of pertinent experience.