KEYPUNCH OPERATOR SUPERVISOR 1 and 2

GENERAL

This is supervisory work performed in directing the operation of keypunch machines in a large unit. There is considerable and continuous pressure attached to these positions and the programs are varied and complex. The employee plans and assigns work to keypunch operators, supervises the flow of work through the unit and maintains control of volume and accuracy. General direction is received from the Supervisor of Data Processing. (Reference made to keypunch operator or supervisor and keypunch machine also applies to key tape operator or supervisor and key tape machine.)

The Supervisor 2 category is found in larger Computer Centres. It involves a wider variety and greater complexity of assigned tasks and a greater overall responsibility for staff supervision. Responsibility for supervision and co-ordination of work involving more than one shift. May be required to revise and update some computer programs. This classification is not an automatic promotion from Supervisor 1 but is a payroll category. Qualifications of the Supervisor 1 classification apply to the Supervisor 2 classification.

TYPICAL DUTIES

Organizes and directs work flow through keypunch unit in order to meet schedules.

Supervises a group of keypunch operators. Plans and assigns their work.

Keeps production records and maintains records of the volume and accuracy of work completed by each operator.

Plans and programs new jobs and explains new systems and procedures to the operators.

Trains new operators.

Tests and recommends applicants for positions on staff.

Operates keypunch and verifying machines.

Is required to attend data processing meetings to discuss proposed new work and procedures.

Assists in the analysis of new equipment as it pertains to input data production.

Is required to learn operation of new equipment when installed in section and to train operators in the use of same.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the operation of alphabetic and numeric keypunch and verifying machines.

Good knowledge of the programs and operations of the Department.

Ability to plan, assign and supervise the work of keypunch operators, and to maintain personnel, production and control records.

Ability to understand and follow complex coding systems.

Education, Training and Experience

Grade XI education. A minimum of five years' experience as a keypunch operator or verifier, at least two years of which have been as a senior keypunch operator.

Physical Standards

Physically capable of performing the duties assigned.