



Heating & Cooling Products

JOB DESCRIPTION

Job Title: IT Computer Programmer

Department: Information Technology

Job Reports To: IT Computer

Programming Manager

Exempt _____ Non-Exempt _____

Job Summary: Responsible for diagnosing and solving problems in mainframe and determines methods for system improvement. Creating new process and reports in the mainframe.

Essential Responsibilities/Activities:

- Coordinates the implementation of computer system plans.
- Creates, develops, and designs new processes within the mainframe.
- Creates reports requested by various departments.
- Ensures the development of plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure.
- Troubleshoot to diagnose function and ensure proper functioning.
- Responsible for the coordination and implementation of new processes and programming changes.
- Develops and maintains effective partnerships with other departments.
- Ensures all process steps are documented.

Other Responsibilities/ Activities:

- Test system for problems and work toward a resolution.
- Ability to identify trends within the data.
- Participate in continuing education activities.

Minimum Requirements:

- Previous experience with mainframes in a manufacturing environment required.
- Must have a 4 year degree from an accredited college/university in a related field.
- A minimum of 3-5 years of work experience is preferred.



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Essential Mental Functions:

- Ability to communicate effectively in both written and verbal.
- Must be able to work in a team environment.
- Ability to independently meet deadlines.

Essential Physical Functions:

- Climbing
- Stooping
- Sitting for prolonged periods
- Requires periodic visits to manufacturing facility with seasonal hot and cold temperatures, dust, and some chemical fume exposure.
- Lift up to 50 lbs.

Equipment or Software Knowledge or Skills:

- Mainframe Programming
- HTML
- Web Services
- All Microsoft Office products

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at a time with or without notice. This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. The company reserves the right to revise this job description at any time. The employee must be able to perform the essential functions of the position satisfactorily. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of the job, absent undue hardship.

Acknowledgement:

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

Signature

Date

