



## THE JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY

**Internal Posting Period:** 3 days,  
**Start Date:** 06/16/2026 **End Date:** 06/18/2026  
**Title:** Console Operator 'C'  
**Grade:** 7, OPEIU L153  
**Schedule 'A' Rate of Pay:** \$1,221.98 per week  
**FLSA Status:** Non-Exempt  
**Employer:** Joint Industry Board of the Electrical Industry  
**Department:** Information Technology Department  
**Reports to:** IT Manager, Mainframe Systems and Senior IT Manager of Mainframe Systems  
**Location:** Flushing Onsite – Monday thru Friday  
**Vacancy:** 1

### SUMMARY

The Joint Industry Board of the Electrical Industry (JIB) was established in 1943 by the International Brotherhood of Electrical Workers, Local Union No. 3 and employers affiliated with the National Electrical Contractors Association. Its mission is to promote harmony between employees and employers, administer benefits for members and their families and improve competitiveness through progressive management, education, training, and technology.

### JOB DESCRIPTION

Reporting to IT Manager, Mainframe Systems and Senior IT Manager of Mainframe Systems, under general supervision, the Console Operator 'C' Grade 7 will be responsible for but not limited to:

- Process un-paid payroll invoices timely and accurately.
- Invoice production – retrieve payroll files submitted by contractors and select appropriate choices on the mainframe menus to produce invoices.
- Convert files to PDF format on the PC and store in various folders.
- Lookup contractor number on list to determine whether to email invoice to contractor or move to a completed folder for another user to send out.
- Work cooperatively with various internal departments, including IT, Members records, contractors, and Legal.
- Assists with troubleshooting payroll related problems.
- Run various payroll reports after invoices have been paid and work with IT associates to reconcile daily paid payrolls.
- Process various weekly/monthly jobs timely in mainframe, i.e., HRA contribution files from Local 3, MagnaComp claims, and MagnaCare ID cards.
- Promptly escalate urgent matters to Manager/Supervisor.
- Research and promptly respond to inquiries from the Legal Department.
- Refill printer forms/paper timely to avoid delay in producing reports.
- Will serve as back-up to other IT Operators.
- Assist with special projects as needed.

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT.

We are an equal opportunity employer, and we value diversity.



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### **Work Environment & Physical Demands**

Sedentary profession IT work environment with physical demands described are representative of those that must be met by an employee to successfully perform the functions of this job. This would require the ability to use computer, lift files, pull files/forms/books, standing, walking bending, shred documents, open/close filing cabinets as necessary. Occasionally lift boxes containing forms for printer with assistance.

### **Position Type/Expected Hours of Work**

This is a Full-Time- Non-Exempt (OPEIU Local 153) onsite position. Days and hours of work are Monday through Friday, 8:30AM-4:30PM.

**Flexibility:** Must be able to work overtime when necessary.

**Travel** No travel is expected for this position.

### **Required Experience, Skills, and Qualifications**

- Excellent PC skills required (**skills assessment test required**).
- Ability to copy and paste, combine multiple files into one, rename files, and use Adobe writer required.
- Ability to navigate mainframe screens and use commands to run mainframe jobs and reports.
- Knowledge of how to copy files from one folder to another folder (right click and paste option).
- Attention to detail and organization skills required.
- Must be able to carefully proofread results on screen.
- Previous experience working with payroll records, invoice, billing, preferred.
- Ability to work professionally and cooperatively with others.

**Trial Period:** Must serve minimum of 60-day evaluation period, subject to further extension.

### **Other Duties/Special Projects**

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 any time with or without notice.

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**To Apply: Submit a copy of your resume and letter of interest to L153 Shop Steward and the same to [JIBHR@jibe.com](mailto:JIBHR@jibe.com).**

**Distribution: L153 Employees Group Distribution and JIB Intranet – Will be Posted for Three Business Days.**