
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Miscellaneous

Class Series: Technical Assistants/Engineering Technicians

Grid: 20

Class Title: Technical Assistant III

I. Level Definition

Positions at this level function as draftspersons and/or graphic illustrators.

II. Typical Duties

(1) Drafting

- (i) obtains information from departments regarding plans for construction, renovations and other projects and prepares preliminary sketches;
- (ii) reviews proposals with the appropriate trades and prepares quantity estimates;
- (iii) prepares detailed drawings;
- (iv) maintains related records;
- (v) trains Technical Assistants I and/or II in drafting procedures.

(2) Graphic Illustration

- (i) prepares drawings of various objects, charts, graphs and diagrams;
- (ii) gathers information from a variety of sources regarding presentation; selects scale, class intervals and symbolization accordingly;
- (iii) trains Technical Assistants I and/or II in drafting procedures.

(3) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduation from a recognized program in drafting or graphic illustration plus two years' recent, related experience, or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.