
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Miscellaneous

Class Series: Technical Assistants/Engineering Technicians

Grid: 15

Class Title: Technical Assistant II (A)

I. Level Definition

Positions at this level design, illustrate and lay out a variety of graphic documents for publication.

II. Typical Duties

- (1) Receives work requests for graphic design of text provided by users; receives instruction as to the purpose, design concept, intended audience and/or distribution method of the document.
- (2) Drafts, for approval, the design and layout of graphic documents. Makes adjustments as required.
- (3) Composes line-drawing illustrations of objects and human figures, from such sources as photographs and models, to support the purpose of the document.
- (4) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, successful completion of graphic design courses including freehand drawing 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.