FACILITIES SUBSECTOR COLLECTIVE AGREEMENT
BENCHMARK

Job Family: Miscellaneous                  Class Series: Media Services Technicians
Grid: 10                             Class Title: Media Services Technician I

I. Level Definition

Under close supervision, positions at this level provide assistance to a senior Media Services Technician in a variety of media services such as photography, including laboratory processing, audio-visual operations and/or video production.

II. Typical Duties

Under close supervision, assists a Senior Media Services Technician by performing a variety of duties such as:

1. Preparing and processing films, slides and tapes by mixing photographic chemicals, scanning, editing, splicing and reading.
2. Operating and maintaining printing, processing and audio-visual equipment such as projectors, processors, film duplicators; transports and stores equipment and materials.
3. Enlarging or reducing copy by projection or contact printing; preparing and mounting display materials; reproducing drawings, plans and photographs;
4. Performing related clerical duties such as appointment and room bookings, answering telephones, maintaining files and records, and booking and recording equipment/material loans and returns.
5. Performing other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 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 equipment.