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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Miscellaneous

**Class Series:** Technical Assistants/Engineering Technicians

**Grid:** 10

**Class Title:** Technical Assistant I

### **I. Level Definition**

Under close supervision positions at this level assist a senior Technical Assistant in drafting and/or graphic illustration.

### **II. Typical Duties**

- (1) Under close supervision of a senior Technical Assistant, performs drafting and/or graphic illustration duties such as estimating quantities, drafting, plotting, tracing and calculating.
- (2) Operates reproduction equipment and maintains related files.
- (3) Performs 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 related equipment.