FACILITIES SUBSECTOR COLLECTIVE AGREEMENT  
BENCHMARK

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.