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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Miscellaneous

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

**Grid:** 15

**Class Title:** Technical Assistant II

### **I. Level Definition**

Positions at this level assist a Senior Technical Assistant in drafting and/or graphic illustration.

### **II. Typical Duties**

(1) Assists a Senior Technical Assistant by:

(a) Drafting

- (i) developing architectural and engineering sketches, performing elementary calculations and producing construction drawings;
- (ii) preparing electrical, plumbing and mechanical drawings from field notes and sketches;
- (iii) preparing quantity estimates;
- (iv) taking levels and measurements in the field;
- (v) recording and filing plans and data.

(b) Graphic Illustration

- (i) making simple drawings of various objects, charts, graphs and diagrams;
- (ii) performing basic calculations to effect changes in scale;
- (iii) preparing drawings.

(2) Performs other related duties as assigned.

### **III. Qualifications**

(1) Education, Training and Experience

Grade 12 plus one 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.