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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**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.