
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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.