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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Miscellaneous

**Class Series:** Media Services Technicians

**Grid:** 15

**Class Title:** Media Services Technician II

### **I. Level Definition**

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, video production and/or microfilm processing.

### **II. Typical Duties**

Assists a Senior Media Services Technician by performing a variety of duties such as:

- (1) Preparing, processing and printing film, paper, slides and tapes by mixing photographic chemicals, scanning, editing, splicing and reading.
- (2) Operating and maintaining printing, processing, audio-visual and microfilming equipment such as projectors, processors and film duplicators; transporting and storing equipment and materials.
- (3) Developing black and white film; enlarging or reducing copy by projection or contact printing; toning, dodging or controlling prints.
- (4) Setting up and operating cameras and related equipment in the studio and the field.
- (5) Preparing and mounting display materials; reproducing drawings, plans and photographs.
- (6) 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.
- (7) Performing other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12 plus one year's 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.