
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.