
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Miscellaneous **Class Series:** Technical Assistants/Engineering Technicians
Grid: 23 **Class Title:** Technical Assistant IV

I. Level Definition

Positions at this level function as draftspersons and/or graphic illustrators and supervise Technical Assistants I, II and/or III.

II. Typical Duties

- (1) Supervises Technical Assistants I, II and/or III by scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (2) Obtains information from departments regarding plans for construction, renovations and other projects and prepares preliminary sketches.
- (3) Reviews proposals with the appropriate trades and prepares quantity estimates and detailed drawings.
- (4) Prepares drawings of various objects, charts, graphs and diagrams and gathers information from a variety of sources regarding presentation; selects scale, class intervals and symbolization accordingly.
- (5) Oversees the operation of equipment and maintains production records.
- (6) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduation from a recognized program in drafting or graphic illustration plus three 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 supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.