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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Miscellaneous

**Class Series:** Technical Assistants/Engineering Technicians

**Grid:** 15

**Class Title:** Technical Assistant II (A)

### **I. Level Definition**

Positions at this level design, illustrate and lay out a variety of graphic documents for publication.

### **II. Typical Duties**

- (1) Receives work requests for graphic design of text provided by users; receives instruction as to the purpose, design concept, intended audience and/or distribution method of the document.
- (2) Drafts, for approval, the design and layout of graphic documents. Makes adjustments as required.
- (3) Composes line-drawing illustrations of objects and human figures, from such sources as photographs and models, to support the purpose of the document.
- (4) Performs other related duties as assigned.

### **III. Qualifications**

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

Grade 12, successful completion of graphic design courses including freehand drawing 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.