
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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.