

# CLASSIFICATION PLAN

## FOR SUPPORT STAFF POSITIONS:

- TECHNICAL AND PARATECHNICAL
- ADMINISTRATIVE
- LABOUR



**Management Negotiating Committee  
for English-language School Boards**

November 10, 2015 Edition

Produced by the Management Negotiating Committee  
for English-language School Boards  
(CPNCA)

November 2015

## TABLE OF CONTENTS

	<b>PAGE</b>
Classes of Employment Index.....	II
Definitions.....	IV
Application of the Plan.....	IV
Required Qualifications.....	V
Content of the Classification Plan.....	VI
<b>1. TECHNICAL AND PARATECHNICAL SUPPORT POSITIONS</b>	
Definition of the Category of Technical and Paratechnical Support Positions.....	2
1.1 Definition of the Subcategory of Technical Support Positions.....	3
1.2 Definition of the Subcategory of Paratechnical Support Positions.....	27
<b>2. ADMINISTRATIVE SUPPORT POSITIONS</b>	
Definition of the Category of Administrative Support Positions.....	44
<b>3. LABOUR SUPPORT POSITIONS</b>	
Definition of the Category of Labour Support Positions.....	61
3.1 Definition of the Subcategory of Qualified Workman Positions.....	62
3.2 Definition of the Subcategory of Maintenance and Service Labour Support Positions.....	79

**CLASSES OF EMPLOYMENT INDEX**

	<b>NUMBER</b>	<b>PAGE</b>
Administration Technician .....	(1.1.5) .....	8
Attendant for Handicapped Students.....	(1.2.10) .....	39
Audiovisual Technician .....	(1.1.7) .....	10
Binder .....	(1.2.11) .....	40
Braille Technician.....	(1.1.10) .....	13
Building Technician.....	(1.1.8) .....	11
Buyer .....	(2.1.1) .....	45
Cabinetmaker .....	(3.1.2) .....	64
Caretaker, class II .....	(3.2.5) .....	84
Caretaker, class I .....	(3.2.6) .....	86
Carpenter.....	(3.1.9) .....	71
Certified Maintenance Workman .....	(3.1.10) .....	72
Cook, class III .....	(3.2.11) .....	94
Cook, class II .....	(3.2.12) .....	95
Cook, class I .....	(3.2.13) .....	96
Data Processing Operator, class I.....	(1.2.8) .....	37
Data Processing Operator, principal class.....	(1.2.9) .....	38
Data Processing Technician.....	(1.1.15) .....	19
Data Processing Technician, principal class .....	(1.1.16) .....	20
Day Care Service Educator.....	(1.2.2) .....	29
Day Care Service Educator, principal class.....	(1.2.3) .....	31
Day Care Service Technician.....	(1.1.20) .....	24
Documentation Technician.....	(1.1.9) .....	12
Electrician .....	(3.1.3) .....	65
Electrician, principal class .....	(3.1.4) .....	66
Electronics Technician .....	(1.1.12) .....	16
Executive Secretary .....	(2.1.13) .....	59
Food Management Technician.....	(1.1.14) .....	18
Gardener.....	(3.2.15) .....	98
General Kitchen Helper.....	(3.2.3) .....	82
Glazier-Installer-Mechanic .....	(3.1.16) .....	78
Graphic Arts Technician.....	(1.1.6) .....	9
Guard.....	(3.2.14) .....	97
Heavy Vehicle Driver.....	(3.2.10) .....	93
Heavy Vehicle Driver Assistant .....	(3.2.1) .....	80
Interpreter-Technician.....	(1.1.2) .....	5
Laboratory Attendant.....	(1.2.1) .....	28
Laboratory Technician.....	(1.1.4) .....	7
Laundryman.....	(3.2.4) .....	83
Light Vehicle Driver.....	(3.2.9) .....	92
Locksmith.....	(3.1.12) .....	74
Maintenance Workman, class III .....	(3.2.16) .....	99
Maintenance Workman, class II .....	(3.2.17) .....	100
Maintenance Workman, class I .....	(3.2.18) .....	101
Master Pipe Mechanic.....	(3.1.5) .....	67
Mechanic, class II .....	(3.1.6) .....	68
Mechanic, class I .....	(3.1.7) .....	69

### CLASSES OF EMPLOYMENT INDEX

	NUMBER	PAGE
Night Caretaker, class II.....	(3.2.7) .....	88
Night Caretaker, class I.....	(3.2.8) .....	90
Nurse .....	(1.1.1) .....	4
Nursing Assistant (or those possessing a Diploma in Health, Assistance and Nursing Care).....	(1.2.4) .....	33
Office Agent, class II.....	(2.1.2) .....	46
Office Agent, class I.....	(2.1.3) .....	47
Office Agent, principal class .....	(2.1.4) .....	48
Office Assistant.....	(2.1.5) .....	50
Painter .....	(3.1.11) .....	73
Pipe Fitter .....	(3.1.15) .....	77
Printing Operator.....	(1.2.6) .....	35
Printing Operator, principal class .....	(1.2.7) .....	36
Psychometry Technician.....	(1.1.19) .....	23
Recreational Activities Technician.....	(1.1.17) .....	21
Reprography Operator .....	(2.1.9) .....	54
Reprography Operator, principal class .....	(2.1.10) .....	55
School Organization Technician.....	(1.1.18) .....	22
School or Centre Secretary .....	(2.1.12) .....	57
School Transportation Inspector .....	(1.2.5) .....	34
School Transportation Technician .....	(1.1.21) .....	26
Secretary .....	(2.1.11) .....	56
Social Work Technician.....	(1.1.3) .....	6
Special Education Technician .....	(1.1.11) .....	14
Specialized Shop Mechanic .....	(3.1.14) .....	76
Stationary Engineer .....	(3.1.8) .....	70
Storekeeper, class II .....	(2.1.6) .....	51
Storekeeper, class I .....	(2.1.7) .....	52
Storekeeper, principal class .....	(2.1.8) .....	53
Student Supervisor .....	(1.2.12) .....	41
Swimming Pool Supervisor .....	(1.2.13) .....	42
Trade Apprentice .....	(3.1.1) .....	63
Trades Helper .....	(3.2.2) .....	81
Vocational Training Technician .....	(1.1.13) .....	17
Welder .....	(3.1.13) .....	75

## **GENERAL PROVISIONS**

### **1. DEFINITIONS**

For the sole purposes of applying the Classification Plan, the words and expressions used have the meaning attributed to them in the plan. However, where the collective agreement provides specific definitions, the latter prevail. For this reason, the definitions in the Classification Plan should be used for clarification purposes only.

#### Class of employment

A class of employment is a subdivision of the Classification Plan which defines specific activities and duties for positions which have common characteristics in terms of not only the nature and complexity of the work but the qualifications and skills required as well.

### **2. APPLICATION OF THE PLAN**

A class of employment is assigned according to the classification rules prescribed in the collective agreements.

#### **2.1 Nature of the work**

In most cases, it is a general statement that defines the sector of activity and the level of authority and responsibility of the incumbent of a particular position.

#### **2.2 Characteristic functions**

This part defines the nature of the work and the main characteristics and includes the details necessary for a clear interpretation and, at times, illustrates the task components so as to simplify the identification of the appropriate class of employment.

However, it is important to remember that this part is not an exhaustive description of an employee's duties. The fact that an employee occasionally performs a duty in a certain class of employment does not mean that he or she is necessarily entitled to that class of employment. The principal and customary duties of the employee should be used as terms of reference in determining the appropriate class of employment.

However, it is not necessary to perform all the duties of a class of employment to be entitled to a particular class of employment; the volume of work in a sector may require an increased level of specialization.

A related duty means any duty which, as the characteristic functions listed in the description of the class of employment, normally derives from the type of work related to that class of employment.

### **3. REQUIRED QUALIFICATIONS**

The qualifications determined in the Classification Plan constitute minimal requirements. They are usually based on training (schooling), experience, legal requirements and, at times, specific hiring requirements (other requirements).

#### **3.1 Training**

The training required for a technical and paratechnical support position, an administrative support position or certain labour support classes of employment corresponds to a level of schooling certified by a diploma or an attestation of studies that constitutes the minimum skills required to carry out the duties of the position adequately. In the case of a qualified workman position, the training could correspond to a qualification certificate.

For the purposes of recognizing schooling, the competent authority is the educational institution authorized by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) to offer the training and to issue the diploma or attestation.

To be classified in a class of employment, all the training requirements prescribed in the Classification Plan must be met. However, in exceptional circumstances, years of pertinent experience may be considered as equivalent in the case of schooling that is below the minimum required. However, in the case of an administrative support position, a position in the paratechnical support subcategory or a labour support position, a candidate already in the employ of the school board could at any time have such equivalence recognized.

In this edition of the Classification Plan, the introduction of a new diploma does not have the effect of invalidating a diploma required under the December 18, 1989 edition of the Classification Plan, amended on November 10, 1993, May 3, 2000, February 1, 2006 and February 7, 2011 to which it succeeds.

#### **3.2 Experience**

The years of experience required to fill a position must be pertinent, that is, experience which has prepared the candidate to perform the duties of the position for which he or she has applied.

#### **3.3 Other requirements**

Other requirements consist of the practical skills required as well as any other characteristic requirement necessary for the position. As a general rule, they are not the candidate's particular aptitudes to fill the position; it is preferable that the employer defines those aptitudes in relation to the content of the positions to be filled and how the positions are situated in the school context.

## **CONTENT OF THE CLASSIFICATION PLAN**

The Classification Plan consists of the following 81 classes of employment:

### **CATEGORY 1 TECHNICAL AND PARATECHNICAL SUPPORT POSITIONS**

#### **Subcategory 1.1 Technical support positions**

21 classes of employment numbered from 1.1.1 to 1.1.21

#### **Subcategory 1.2 Paratechnical support positions**

13 classes of employment numbered from 1.2.1 to 1.2.13

### **CATEGORY 2 ADMINISTRATIVE SUPPORT POSITIONS**

13 classes of employment numbered from 2.1.1 to 2.1.13

### **CATEGORY 3 LABOUR SUPPORT POSITIONS**

#### **Subcategory 3.1 Qualified workman positions**

16 classes of employment numbered from 3.1.1 to 3.1.16

#### **Subcategory 3.2 Maintenance and service labour support positions**

18 classes of employment numbered from 3.2.1 to 3.2.18



## **1. TECHNICAL AND PARATECHNICAL SUPPORT POSITIONS**

**1. DEFINITION OF THE CATEGORY OF TECHNICAL AND PARATECHNICAL SUPPORT POSITIONS**

The category of technical and paratechnical support positions includes positions in which the procedures and techniques used do not require university training.

This category is divided into two (2) subcategories:

- 1.1 The subcategory of technical support positions for which college training is required.
- 1.2 The subcategory of paratechnical support positions which are in line with technical support positions and for which secondary school training is required.

## **1.1 DEFINITION OF THE SUBCATEGORY OF TECHNICAL SUPPORT POSITIONS**

Technical support positions include the implementation of programs involving technical operations in specific sectors of activity, generally under the supervision of a professional or a senior staff member.

Technical support positions are grouped under any one of the following classes of employment:

- 1.1.1 Nurse
- 1.1.2 Interpreter-Technician
- 1.1.3 Social Work Technician
- 1.1.4 Laboratory Technician
- 1.1.5 Administration Technician
- 1.1.6 Graphic Arts Technician
- 1.1.7 Audiovisual Technician
- 1.1.8 Building Technician
- 1.1.9 Documentation Technician
- 1.1.10 Braille Technician
- 1.1.11 Special Education Technician
- 1.1.12 Electronics Technician
- 1.1.13 Vocational Training Technician
- 1.1.14 Food Management Technician
- 1.1.15 Data Processing Technician
- 1.1.16 Data Processing Technician, principal class
- 1.1.17 Recreational Activities Technician
- 1.1.18 School Organization Technician
- 1.1.19 Psychometry Technician
- 1.1.20 Day Care Service Technician
- 1.1.21 School Transportation Technician

### **1.1.1 NURSE**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in promoting the health and well-being of the students and staff of the school board by using preventive means to avoid illness and injuries of any nature; the nurse also looks after the sick and the injured as well as takes all the appropriate measures required in these circumstances.

#### **Characteristic functions**

In this class of employment, the employee must in his or her role of detection and prevention of diseases, perform perfunctory medical examinations, administer certain tests and use the equipment for this purpose, such as orthoraters and hemoglobinometers. He or she gives advice on hygiene, nutrition, venereal diseases and drugs. He or she participates in organizing various information, inoculation or other campaigns designed to prevent contagious diseases and accidents or to promote hygiene in general. He or she visits school premises to detect dangerous situations and, if necessary, reports to those concerned and sees that appropriate notices are posted. He or she also makes appropriate recommendations and suggestions to the administration.

In case of illness or injury, the employee administers first aid: application of bandages, distribution of medication, use of oxygen, injections prescribed or other appropriate care. Depending on the nature of the illness or injury, he or she may refer a patient to a doctor or a hospital.

If required, the employee may perform certain functions related to the rehabilitation of the handicapped according to medical prescriptions.

He or she must also open and update the required files, prepare the reports requested, keep an up-to-date inventory, maintain the material and equipment at his or her disposal and see to the cleanliness and orderliness of his or her office.

He or she may be required to train less experienced nurses as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

Be a member of the *Ordre des infirmières et infirmiers du Québec*.

## **1.1.2 INTERPRETER-TECHNICIAN**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in interpreting for deaf or hard of hearing students the spoken message of those with whom the students must communicate during classes or other school activities.

### **Characteristic functions**

The employee in this class of employment interprets simultaneously the spoken message in its entirety of teachers or other persons during classes or other school activities of deaf or hard of hearing students using different methods of communication. In addition, he or she interprets simultaneously the student's message in its entirety to these same people.

He or she helps students in order to facilitate their learning and their educational and social integration.

He or she may be required to provide appropriate assistance to a student who, in addition to his or her hearing impairment, experiences social maladjustments or learning difficulties.

He or she may be required to participate in various meetings to agree on signs to be used for concepts that have not yet been interpreted or in meetings designed to prepare an individualized education plan in order to convey his or her observations with regard to the behaviour, social maladjustments or learning difficulties of a student and applies the measures selected within the scope of his or her functions.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling and experience

Hold a Diploma of College Studies in an appropriate technical program for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have at least two (2) years of experience in interpreting.

#### Other requirements

Have knowledge of one or more appropriate communication modes, as the case may be: signed English, cued speech, Quebec Sign Language (LSQ), American Sign Language (ASL), transliteration or oralism.

### **1.1.3 SOCIAL WORK TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in applying social aid techniques designed to promote prevention in matters pertaining to drug addiction, violence, absenteeism, dropping out of school and so on and provide individual or collective assistance to students experiencing related behavioural problems. He or she also helps a student who requires assistance with other problems of a personal, family, social or other nature that could affect his or her behaviour.

#### **Characteristic functions**

The employee in this class of employment works with teachers, the multidisciplinary team and external interveners, as the case may be, to analyze problems submitted to him or her and to participate in the search for appropriate solutions. He or she works with youth protection organizations, particularly by reporting cases of abuse; if necessary, collaborates with police forces; participates in consultation groups and case studies; refers to the organizations concerned cases that are not under the jurisdiction of the school board. He or she may be called upon to act as a witness in court.

Under the responsibility of the school administration and in conjunction with the multidisciplinary team, he or she participates in developing and drawing up an individualized education plan; selects measures designed to attain the objectives determined; draws up his or her action plan and applies the measures; evaluates the objectives attained and participates in the evaluation of the plan.

He or she organizes and synthesizes data on a problem in order to evaluate the problem and to find solutions based on queries or information collected from the school staff, the school board, the student or his or her family. He or she records his or her observations and interventions as well as prepares and updates files.

He or she provides counselling; he or she helps the student overcome his or her social, cultural or material problems related to his or her family, social or school environment; advises him or her or, if necessary, refers him or her to the appropriate resources.

He or she informs students of the various disorders or dependencies by holding information meetings in class or at other times; prepares information bulletins intended for posting or school newspapers and organizes and conducts activities related to these topics.

He or she meets with students, parents and teachers to provide them with advice, information and pertinent documents and referrals.

He or she may be required to use a computer and the necessary software to perform his or her duties.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Diploma of College Studies in Social Service or a diploma or an attestation of studies recognized as equivalent by the competent authority.

#### **1.1.4 LABORATORY TECHNICIAN**

##### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in assisting teachers and students in preparing, presenting, supervising and evaluating laboratory and shop work. In addition, he or she may be required to perform the duties of laboratory attendant.

The role also consists in ensuring, in conjunction with teachers, that students respect safety rules during laboratory work, that they use the material appropriately and that they apply the appropriate techniques.

##### **Characteristic functions**

In conjunction with teachers, the employee in this class of employment demonstrates, gives instructions, advises, guides and oversees students in carrying out laboratory work. He or she ensures that students follow the instructions given and respect the safety rules when using material placed at their disposal, including hazardous products, tools and machinery. He or she participates in evaluating the students' work. He or she performs the duties of monitor or tutor.

He or she works with teachers to prepare the schedule of laboratory work and the use of premises, material and equipment. If need be, he or she tests and modifies projects for students and may find new ones. He or she prepares the material, chemical or other products and equipment required to carry out the laboratory work planned.

He or she participates in selecting apparatus, tools, machinery and instruments; calibrates and maintains them and ensures their repair; keeps an inventory of materials and products; prepares purchase orders or carries out the purchases required for laboratory work; he or she may monitor the budget allocated to his or her sector.

He or she ensures, according to standards, identification, use, storage and disposal of hazardous products.

He or she may participate in organizing exhibits.

He or she may be required to use a computer and the necessary software to perform his or her duties; conducts research on the Internet and may be required to assist a staff member with software specific to his or her sector of activity.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing the duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

##### **Required qualifications**

###### Schooling

Hold a Diploma of College Studies in an appropriate technical program for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

### **1.1.5 ADMINISTRATION TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing various technical tasks related to the management of human and financial resources, development and implementation of standards and activities related to administrative operations. As part of his or her duties, the employee may assist professionals and senior staff.

#### **Characteristic functions**

In the area of human resources management, the employee, in this class of employment, participates in the recruitment and promotion process by conducting interviews, participating in examining boards, verifying or determining the academic and professional qualifications of candidates based on standards, ensuring the authenticity of documents produced, checking work history, organizing examination sessions, administering tests and other required examinations; he or she greets new employees and informs them of the general working conditions, particularly by organizing and conducting information sessions; participates in drafting job descriptions by conducting field studies and interviewing staff; informs staff of various matters dealing with collective agreements or any other regulation concerning human resources management and participates in their application.

In the area of financial resources management, he or she prepares financial statements; makes accounting entries, transfers, reconciliations and so on; carries out technical analyses of accounts and reports; monitors transactions made by others, detects and corrects errors. He or she collects, analyzes and synthesizes the data required for preparing the budget; participates in preparing the budget; monitors the budget and analyzes certain entries; informs and assists the persons concerned so that they may adhere to the rules prescribed. He or she may be required to respond to questions from auditors and to provide them with the necessary information and supporting documents.

He or she develops and adapts work methods and procedures and oversees their application in the context of the delivery of the current activities in certain sectors.

He or she works with others on the analysis of needs in material resources, participates in developing standards and oversees their application.

He or she applies or adapts management techniques to the delivery of specific administrative activities and current operations.

He or she prepares reports intended for the organizations concerned and ensures the distribution.

He or she uses a computer and the necessary software to perform his or her duties. He or she conducts research on the Internet and may be required to assist a staff member with software specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Diploma of College Studies in *Techniques de l'administration générale* (Business Administration) or in other appropriate technical programs for the class of employment or in an appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.



## **1.1.6 GRAPHIC ARTS TECHNICIAN**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in developing and conducting technical work in the areas of applied and graphic arts.

### **Characteristic functions**

The employee in this class of employment designs and carries out technical work, such as illustration, formatting, layout and artwork of school board publications; he or she determines the specifications and the printing methods, corrects proofs and monitors the printing quality.

He or she designs and develops Web pages or other presentations on various computer mediums, using the appropriate software. If necessary, he or she takes digital photographs or scans documents, performs computer graphics retouching and creates sound files and animation.

He or she provides advice to the staff on the artistic component of the presentations and the choice of media and computer-based support.

He or she designs and produces layouts.

In his or her work, the employee ensures that copyright and licensing rights are respected.

He or she draws plans and prepares construction specifications.

He or she uses a computer and the necessary software to perform his or her duties related to desktop publishing, drawing, graphic design, computer graphics and multimedia presentation; conducts research on the Internet and may be required to assist a staff member with software specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### **Schooling**

Hold a Diploma of College Studies in Graphic Design or a diploma or an attestation of studies recognized as equivalent by the competent authority.

### **1.1.7 AUDIOVISUAL TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing a variety of technical duties linked to the use of audiovisual equipment and production.

#### **Characteristic functions**

The employee in this class of employment installs, maintains and repairs audiovisual equipment; he or she explains how it works and its possible uses; performs troubleshooting.

He or she acts as a resource person in the area of audiovisual production; oversees production planning and organization; is responsible for recording, sound recording, lighting and editing of plays and films. He or she may provide coaching to a group of students in carrying out a project or staging a show.

In his or her work, the employee explains and ensures that copyright and licensing rights are respected.

He or she may be responsible for the auditorium as well as the audiovisual and stage equipment.

He or she is responsible for the loan, return and smooth operation of audiovisual equipment.

He or she keeps an inventory of equipment and orders supplies, such as cassettes, diskettes and so on. He or she may be required to monitor the budget allocated to his or her sector.

He or she recommends the purchase of new equipment after testing it.

He or she makes copies of films, acetates, diskettes, cassettes and so on.

He or she may take pictures of students for the purpose of issuing identification cards.

He or she may be required to use a computer and the necessary software to perform his or her duties or to conduct research on the Internet. He or she may be required to assist a staff member with software specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Diploma of College Studies in *Technologie de l'électronique—audiovisuel* (Electronics Technology—Audiovisual Equipment) or a diploma or an attestation of studies recognized as equivalent by the competent authority.

### **1.1.8 BUILDING TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in providing technical assistance to the various departments of the school board by conducting research, preparing drawings and specifications and collecting and supplying basic data to professionals and to those responsible for the various departments or in being responsible for the functioning of equipment associated with building systems.

#### **Characteristic functions**

In the area of civil engineering, the employee in this class of employment analyzes the needs as regards the construction and layout of premises as well as the construction of furniture and equipment, taking into account the constraints posed by its eventual use and the established standards. He or she carries out any necessary visits, research and consultations and prepares working drawings and specifications which will be used by professionals, such as architects and engineers. He or she verifies whether the work complies with the project specifications and the regulations and standards in force including those established by municipalities. He or she may also express an opinion on whether or not projects submitted to him or her should be carried out or suggest changes of a technical nature and, consequently, may be asked to explain his or her point of view to the administration.

Within the limits of his or her competence, the employee prepares architectural plans and drawings for heating, ventilation, air conditioning, refrigeration, plumbing, electricity and others as well as the appropriate specifications for tenders and construction. He or she prepares standard plans for premises, such as laboratories and cafeterias; carries out various jobs, such as measuring surfaces, volumes and quantities of materials particularly for cost estimates and verification.

The employee may also monitor the work and prepare progress reports in order to determine the payments to be made and to ensure that deadlines are met.

In the area of building systems, the employee is responsible for the functioning, maintenance, verification and installation of heating, air conditioning, ventilation, refrigeration and control systems; he or she calibrates, adjusts, modifies and programs electronic and pneumatic controls. He or she coordinates the technical work of the preventive maintenance of mechanical systems, conducts regular inspections and required operational tests; ensures that repairs are carried out or carries out repairs, as required; makes the necessary recommendations for major repairs or improvements required; participates in preparing and keeping an up-to-date physical inventory of mechanical services and of the replacement parts required for a safe operation of the systems; studies and suggests energy conservation programs and applies them or sees to their application once they are approved.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Diploma of College Studies in Building Systems Technology or a diploma or an attestation of studies recognized as equivalent by the competent authority.

### **1.1.9 DOCUMENTATION TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing technical tasks related to the organization and operation of one or more documentation centres: libraries or document management centres.

In his or her work, the employee in this class of employment may provide technical assistance to personnel involved in document management and to users of documentation centres.

#### **Characteristic functions**

The employee in this class of employment is required to ensure the processing of documentation received or acquired in a documentation centre; he or she carries out technical duties related to the retrieval, classification, cataloguing and indexing of documents; he or she ensures that the documents are filed or archived according to a retention calendar. He or she may be required to assist personnel involved in document management and in applying the retention calendar.

He or she takes part in updating the classification system; he or she ensures, in accordance with the applicable laws, that the procedures for filing, loan, circulation, scanning, preserving and disposing of documents are drawn up.

He or she provides users with information on the document filing system, management software used in the documentation centre, reference system, rules and procedures of the centre and use of consultation documents. He or she applies facilitation techniques in the documentation community as well as techniques for promoting documentary services and reading.

He or she ensures the loan and circulation of documents according to the rules established; replies to questions from users; finds and prepares documents; organizes group visits. He or she may create bibliographies on various subjects. He or she directs users to the appropriate sections and ensures that the rules of conduct and operation of the documentation centre are respected.

He or she participates, according to the policies defined and the procedures in effect, in the evaluation, selection, conservation and disposal of documents. He or she may scan documents. He or she ensures the repair and binding of documents.

In conjunction with the administration, he or she follows up on the budget allocated to his or her sector and purchases documents, supplies and material. He or she verifies the prices in trade bibliographies and publishing house catalogues. He or she manages subscriptions and renewals.

If need be, he or she prepares lists and statistics on documentary services.

He or she uses a computer and the necessary software to perform his or her duties; he or she conducts research on the Internet; he or she may be required to assist a staff member with software specific to his or her sector of activity.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Diploma of College Studies in Information and Library Technologies or a diploma or an attestation of studies recognized as equivalent by the competent authority.

### **1.1.10 BRAILLE TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in helping teachers and professionals with the planning, application, adaptation and demonstration of teaching material designed for visually handicapped students.

#### **Characteristic functions**

The employee in this class of employment transcribes into Braille, or vice versa, any kind of French or English document written in the conventional manner, such as the students' library books, textbooks, tests, examinations and assignments; he or she uses the uncontracted Braille (Grade 1) of various specialties or the contracted Braille (Grade 2) of various specialties. He or she finds solutions to transcription problems by adapting codes to specific needs and, if necessary, by contacting national and international organizations with which he or she collaborates to discuss them.

The employee produces three-dimensional plates, such as various maps, diagrams, sketch-plans, drawings and plans; for this purpose, he or she decides on the methods to be used and chooses the necessary equipment, such as drawing kits and sewing machines; uses various materials, such as fabrics, pasta products and visual arts material.

He or she makes copies of the plates using a special machine.

He or she may assist teachers in presenting the material created.

He or she works with library employees to identify, classify and catalogue the books and documents transcribed into Braille.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Diploma of College Studies in an appropriate technical program for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

##### Other requirements

Knowledge of

- French and/or English uncontracted Braille (Grade 1)
- French and/or English contracted Braille (Grade 2)
- Mathematical and scientific Braille
- Nemeth Code

### **1.1.11 SPECIAL EDUCATION TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in working with a multidisciplinary team to apply special education techniques and methods in keeping with an individualized education plan intended for handicapped students or students with social maladjustments or learning difficulties or in keeping with a program designed for students requiring specific support.

#### **Characteristic functions**

Under the responsibility of the school administration and in conjunction with the multidisciplinary team, he or she participates in developing and drawing up an individualized education plan; selects the measures designed to attain the objectives determined, develops his or her action plan and applies the measures; assesses whether the objectives were attained and participates in evaluating the plan.

He or she prepares, organizes and conducts educational or pedagogical support activities as well as cultural, recreational and sports activities designed to develop social, cognitive, psycho-motor, communication or other skills; selects, prepares and, if necessary, ensures that the necessary material is adapted or constructed for these activities. He or she works with other staff to determine and carry out other educational activities, such as the organization and supervision of practicums in the workplace.

He or she helps students with learning activities in class. Within his or her competence, the employee helps a student to read and write and provides him or her with needed explanations; helps him or her with lessons and homework.

He or she observes situations and works with students reacting to their environment; counsels them; applies to students in crisis situations intervention techniques conducive to calm and order; coaches them in their behaviour modification process; provides support to the teacher so as to ensure an environment conducive to learning in the classroom.

He or she applies communication techniques adapted to student needs.

He or she informs students of the various disorders or dependencies and, if necessary, meets with them to provide them with advice, help or referrals to specialized resources.

He or she supervises students who, following a sanction, must receive instruction in another room; helps them with their schoolwork; determines with the students concerned and with the staff involved in intervention efforts the conditions for reintegrating the classroom.

He or she may be required to accompany students with special needs on the arrival and departure of school buses.

He or she records his or her observations and interventions, keeps files and prepares reports on a student's situation.

He or she works, where necessary, with youth protection organizations and external interveners in matters pertaining, in particular, to parental abuse or negligence; where applicable, helps the school administration to conduct student searches.

He or she meets with students, parents and teachers to provide them with advice, information and pertinent documents and referrals.

If necessary, he or she administers medication according to medical requirements and the school policy in effect and to the parents' instructions; administers first aid.

He or she may be required to use a computer and the necessary software to perform his or her duties.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling

Hold a Diploma of College Studies in Special Care Counselling or a diploma or an attestation of studies recognized as equivalent by the competent authority.

#### Other requirements

Hold a certificate dated no more than three (3) years attesting to the successful completion of:

1. a standard first aid course of a minimum eight (8)-hour duration;
2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph 1.

## 1.1.12 ELECTRONICS TECHNICIAN

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in carrying out various technical duties related to the maintenance, calibrating, configuration, repair and installation of systems, instruments and equipment related to electronics, office automation systems, including peripheral equipment and telecommunications.

### **Characteristic functions**

The employee in this class of employment installs, maintains and repairs electronic and office automation equipment and apparatus of the school board, such as communication, alarm and remote control systems, surveillance system cameras, office automation apparatus, including peripheral equipment and measurement instruments.

If necessary, he or she prepares drawings, plans and specifications of the work to be done; may be required to supervise and monitor the quality of the work contracted out in the electronics field.

He or she may be required to install computer network cables.

He or she keeps an inventory of the equipment and parts; prepares reports on the maintenance, repair, quality and replacement of equipment; if necessary, fills out purchase orders; keeps the tools he or she uses in good condition.

He or she uses a computer and the necessary software to perform his or her duties, such as diagnostic software; conducts research on the Internet and may be required to assist a staff member with software and equipment specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling

Hold a Diploma of College Studies in *Technologie de l'électronique* (Electronics Technology) or a diploma or an attestation of studies recognized as equivalent by the competent authority.



### **1.1.13 VOCATIONAL TRAINING TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in helping teachers and staff responsible for the preparation, presentation, supervision and evaluation of the work related to learning concepts and exercises in the context of vocational training.

#### **Characteristic functions**

The employee in this class of employment conducts demonstrations of tasks requiring the use, operation and maintenance of machinery, trucks, tools, instruments and accessories in certain vocational training fields, such as agriculture, heavy-vehicle driving and forestry. He or she may be required to perform the duties of monitor or tutor.

He or she makes sure that the safety rules are observed in performing various tasks and gives examples.

He or she uses audiovisual methods, facilitation techniques or other means, particularly for the theoretical aspects of various fields; may be required to promote his or her field of activity and maintain professional relations with businesses.

Depending on his or her field of activity, the employee may be required to discuss contracts, prepare bids and handle the sale and purchase of material.

He or she may be required to loan tools or machines to students and explain how they work. He or she guides students in carrying out their projects.

He or she keeps an inventory of equipment and supplies, fills out purchase orders, monitors the budget allocated to his or her sector and keeps current an accounting summary of operations.

He or she prepares statements, produces reports on his or her sector of activity and may be required to draw up development plans.

The employee keeps the equipment and tools used in good condition and, for this purpose, carries out inspections, maintenance, repairs and, if necessary, changes.

He or she may be required to use a computer and the necessary software to perform his or her duties or conduct research on the Internet. He or she may be required to assist a staff member with software specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Diploma of College Studies in an appropriate technical program for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

or

Hold a valid qualification certificate or a pertinent journeyman certificate for the program offered, and have five (5) years of experience in the practice of the trade cited on the certificate.

#### **1.1.14 FOOD MANAGEMENT TECHNICIAN**

##### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in helping management or professional staff of food services by carrying out technical work, such as participating in the preparation of menus, quality control of meals and cost studies.

##### **Characteristic functions**

The employee in this class of employment monitors the quality, quantity and cost of the food and meals served in cafeterias by carrying out, in particular, various tastings, studies and analyses. He or she participates in preparing menus, obtaining food supplies and monitoring the quality of food products. He or she tests and assesses recipes according to established standards.

He or she participates in the organization and renovation of cafeterias and kitchens.

Occasionally, he or she works with both the school staff and parents in carrying out special projects on nutrition.

He or she participates in monitoring income and expenses.

He or she prepares reports concerning various aspects of the operation of cafeterias and kitchens.

He or she verifies and monitors purchase orders, time sheets, inventory as well as various reports on securing grant funding.

He or she takes part in recruiting cafeteria and kitchen staff.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

##### **Required qualifications**

###### **Schooling**

Hold a Diploma of College Studies in *Techniques de diététique* (Dietetics) or in other appropriate technical programs for the class of employment or in an appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

### **1.1.15 DATA PROCESSING TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in programming or modifying in-house applications, managing networks, repairing complicated breakdowns for computer users and assisting computer analysts in the development and implementation of systems.

#### **Characteristic functions**

The employee in this class of employment programs or modifies applications using appropriate programming languages in order to meet the specific needs of users; he or she tests software and programs and, if necessary, adapts them to ensure that they are compatible with existing systems and that they meet the needs of users.

He or she manages, installs and configures systems or oversees the installation of components according to the procedures he or she establishes; tests, modifies and upgrades computer networks; develops and oversees the application of various procedures related to the use of networks and equipment, particularly those concerning backup copies, destruction of obsolete files and equipment maintenance.

He or she acts as a resource person for the complicated breakdowns of equipment and software, particularly with regard to the installation and configuration and, if need be, carries out installations and configurations.

He or she drafts instructions for software and applications and participates in the training of users.

He or she formulates suggestions and recommendations concerning the purchase of computer equipment.

He or she may assist analysts in the analysis, development and implementation of computer systems, as needed.

He or she may oversee computer-related work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Diploma of College Studies in Computer Science Technology or in Computer Science Technology in an appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

## 1.1.16 DATA PROCESSING TECHNICIAN, PRINCIPAL CLASS

### Nature of the work

The principal and customary work of an employee in this class of employment consists in performing the functions of team leader for a group of data processing technicians or in carrying out highly specialized technical functions requiring knowledge and creativity superior to the qualifications normally required of a data processing technician.

### Characteristic functions

The employee in this class of employment works with the members of his or her team to carry out the characteristic functions of data processing technicians and carries out the most complicated work. He or she distributes the work among the members of his or her team and ensures that the work is carried out; at the request of his or her immediate superior, gives advice on the quality of the work completed; takes part in training his or her team members.

This class also includes employees who principally and customarily carry out highly specialized technical work of a complex nature<sup>1</sup> and for which a sense of creativity<sup>2</sup> and a freedom of action<sup>3</sup> are required of these employees.

If need be, he or she performs any other related duty.

### Required qualifications

#### Schooling and experience

Hold a Diploma of College Studies in Computer Science Technology or in Computer Science Technology in an appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have four (4) years of pertinent experience.

---

<sup>1</sup> Complexity of work

This refers to:

- a) work requiring specific knowledge in addition to that usually required of the data processing technician;
- b) work considered unique, essential and a determining factor in the implementation of the activity program in its entirety;
- c) work which, due to its complexity, makes such employees the most immediate collaborators of professionals and management.

<sup>2</sup> Creativity

This refers to:

- a) work which requires new work methods and the adaptation of technical procedures;
- b) work which requires a choice from among possible lines of conduct.

<sup>3</sup> Freedom of action

This refers to:

- a) work performed under the supervision of an experienced professional: the employee who carries out the work cannot be under the responsibility of another data processing technician, principal class;
- b) work defined according to priorities and objectives and performed with a wide range of latitude.

### **1.1.17 RECREATIONAL ACTIVITIES TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in organizing social, cultural and sports activities of all types mainly for groups, taking into account their expectations as well as established policies either as a complement to certain educational programs or more often as recreation.

#### **Characteristic functions**

The employee in this class of employment participates in the preparation and implementation of sports and sociocultural activity programs, such as music, theatre, cinema, visual arts, exhibitions, sports tournaments and gymnastics.

The employee participates in determining the activities; he or she prepares program schedules and ensures the smooth operation; explains the nature, objectives and regulations regarding activities; identifies abnormal situations and rectifies or reports them to the authorities according to established instructions.

He or she uses facilitation techniques to assist groups in organizing and setting up leisure activities.

In residences, the employee is required to provide information, guide and direct students with respect to the various aspects of residence life. Depending on the problems or situations encountered, he or she may be required to contact the school staff and, at times, parents.

In keeping with the policy established, the employee may be responsible for information: publicity committee, bulletin, postings and news releases in newspapers or on the radio.

He or she participates in selecting equipment and materials that the school board places at the disposal of groups and, in particular, takes into account the quality and cost of the equipment and makes appropriate recommendations to the authorities concerned. He or she oversees the maintenance of the equipment in the inventory and ensures its rational use.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Diploma of College Studies in Community Recreation Leadership Training or a diploma or an attestation of studies recognized as equivalent by the competent authority.

### 1.1.18 SCHOOL ORGANIZATION TECHNICIAN

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in preparing, in conjunction with the administration, the school or centre timetable and other schedules, such as the exam schedule based on, among other things, rationalization and efficiency criteria as well as adapting and applying the procedures required for the organization of administrative operations: student registration, declaration of student enrolment, exams, preparation of report cards and certification of studies, and the summer course schedule.

#### **Characteristic functions**

The employee in this class of employment prepares the school or centre timetables while taking into account pertinent factors, such as course options, student course selection, fields of teaching, the basic school regulation, available rooms, rules for the formation of groups, teaching periods and other constraints, such as the location of rooms and availability of transportation; he or she submits the timetables to the administration and makes the necessary modifications.

He or she collects the data required for student registration and course selection; he or she devises and adapts a form for that purpose; ensures that the forms are returned once they are completed, makes the approved corrections and compiles the statistics required for preparing a timetable.

Using the appropriate software, he or she carries out analyses, extractions and specific operations as well as prepares reports aimed at monitoring or complying with the procedure prescribed for matters, such as management of student enrolment, preparation of report cards and certification of studies, financing, accounting, budget, oversize classes, student permanent codes, student absences, substitution, school transportation, failures and various lists or reports to be forwarded, in particular, to the Ministère. He or she updates student records.

He or she provides training and offers the required support in matters pertaining to the school organization procedures and use of various software to those involved in these operations; if necessary, uses word processing and Internet. He or she may be required to respond to information requests from fellow staff in the school, the school board or parents.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Diploma of College Studies in *Techniques de l'administration générale* (Business Administration) or in other appropriate technical programs for the class of employment or in an appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

### **1.1.19 PSYCHOMETRY TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in administering, correcting and analyzing psychometric tests, under the responsibility of a professional.

#### **Characteristic functions**

The employee in this class of employment administers group or individual tests to students for the purpose of collecting, analyzing and submitting to psychologists, guidance counsellors and other professionals data regarding the mental or physical ability of individuals for their academic, vocational or social guidance. He or she chooses the type of test based on the case, determines the opportune time to administer the test and the particular methods to be used and prepares the student for the test. He or she corrects the tests or, in the case of group tests, may have them corrected. He or she carries out various compilations and statistical analyses and prepares graphs. He or she identifies problem cases, reports them to professionals for diagnosis, participates in determining the treatment and sees that it is applied.

The employee may also supervise students during a group test and defer the administration of the test if the circumstances so warrant.

He or she sits on multidisciplinary committees to find solutions and treatments for special cases.

He or she keeps an inventory of the tests, ensures that they are updated and identifies the tests that must be acquired; within the limits of his or her competence, he or she tries or adapts new tests; ensures the loan of tests; provides information to the staff concerned about new tests.

He or she participates in establishing the annual calendar for administering school board tests.

He or she collects information from both individuals and records in order to prepare case histories, conduct a follow-up and report on his or her findings.

He or she may be required to use a computer and the necessary software to perform his or her duties or to conduct research on the Internet. He or she may be required to assist a staff member with software specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Diploma of College Studies in *Techniques de recherche sociale* (Social Research) or a diploma or an attestation of studies recognized as equivalent by the competent authority.

## **1.1.20 DAY CARE SERVICE TECHNICIAN**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in developing a program of activities for the day care service and ensuring supervision so as to foster, in keeping with the educational project of the school, the overall development of students, while taking into account their interests and needs as well as the rules. The employee sees to the general well-being of students and ensures their health and safety.

The employee also performs technical work related to the operation of the day care service, particularly with regard to the management of financial, human and material resources.

### **Characteristic functions**

The employee works with the school administration on planning and developing the program of activities and evaluating the projects of the service in keeping with the educational project of the school and ensures implementation. He or she sees to the organization of special activities, especially during pedagogical days. He or she may, in addition, carry out some or all of the duties of a day care service educator.

Under the responsibility of the administration, the employee draws up the operating rules of the day care service and the procedures for registering, taking attendance as well as welcoming and accompanying students until they leave with their parents.

He or she prepares and conducts information meetings intended for parents concerning the organization and operation of the day care service. He or she informs parents and students of the rules established.

He or she monitors and carries out the admission and registration of students.

He or she verifies the students' attendance reports; enters pertinent data using the appropriate software and produces various reports and statistics; enters information provided by the educator concerning students' behaviour.

He or she ensures that the laws, regulations and various measures applicable to a day care service, particularly in matters pertaining to hygiene, safety, prevention, cleanliness of materials and rooms and the storage and distribution of medication.

He or she ensures communication between the day care service and the school administration, parents, school board staff and outside organizations. Within his or her competence, the employee follows up on complaints or forwards them to the department concerned.

He or she assists the school administration in determining budgetary estimates: prepares and analyzes the data required for estimating revenue from enrolment, grants, allowances and other operating expenses.

According to the procedure established, he or she carries out billing, collection and recovery of amounts due. He or she is responsible for cash receipts, various payments, keeps a petty cash and makes deposits. He or she prepares various reports, official statements, financial statements and accounts reconciliation.

He or she monitors the day care service's budget and oversees expenses; he or she fills out various forms and applications for allowances and grants and forwards information on budget balance.

Under the authority of the school administration, the employee participates in determining staffing needs based on the student enrolment forecasts, drawing up work schedules and preparing the staff's vacation schedule.

Under the responsibility of the school administration, the employee works with others in developing and maintaining harmonious relations among the day care service staff members. He or she prepares and conducts coordination meetings of his or her service; distributes certain tasks; with his or her team members, he or she evaluates the services rendered.



He or she keeps a staff attendance record and verifies the record of hours worked. He or she carries out the measures required to replace absent employees, while complying with the rules in effect.

He or she participates in the physical and material organization of the day care service. He or she keeps an inventory of materials and equipment. Based on the policy established, he or she orders or purchases material, equipment or services; discusses prices with caterers and submits them to parents.

He or she uses a computer and the necessary software to perform his or her work. He or she updates various appropriate registers; he or she may conduct research on the Internet.

He or she may be required to train less experienced technicians and to coordinate and supervise the work of educators and, if necessary, other support staff members in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling

Hold a Diploma of College Studies in Early Childhood Education or a diploma or an attestation of studies recognized as equivalent by the competent authority.

#### Other requirements

Hold a certificate dated no more than three (3) years attesting to the successful completion of:

1. a standard first aid course of a minimum eight (8)-hour duration;
2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph 1.

### **1.1.21 SCHOOL TRANSPORTATION TECHNICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in assisting staff responsible for transportation in carrying out technical duties, such as setting up bus circuits, scheduling, drawing up and monitoring school transportation contracts and regulations.

#### **Characteristic functions**

The employee in this class of employment sets up bus circuits based on student and course data while taking into account the school board's policy, student safety, municipal regulations, costs and various constraints; he or she traces the circuits on topographic maps. He or she acts as intermediary between the administration and the school bus operators.

He or she programs the transportation schedules and, to do so, collects data on courses, students and their place of residence; compiles, analyzes and summarizes the data; prepares reports on school organization.

He or she prepares or participates in preparing contracts and bids and draws up transportation regulations concerning school bus operators, bus drivers and students; supervises school bus operators to ensure that they fulfill their obligations and keeps files on each one.

He or she participates in preparing budgetary estimates.

He or she responds to parents' questions; may also organize information sessions intended for teachers, students, parents and bus drivers; may participate in the training of bus drivers; contacts representatives from the municipalities, police forces or other school board departments on any matter within his or her competence. He or she may be required to assist the inspector of the Société d'assurance automobile du Québec (SAAQ) during inspections. He or she may sit on committees.

He or she analyzes reports ensuing from complaints or accidents, adopts the necessary corrective measures or makes appropriate recommendations.

He or she may monitor the assignment of parking spaces for buses and other vehicles and ensure the application of the regulations in this area.

He or she oversees the application of regulations concerning discipline on buses and, if necessary, recommends to the department concerned the measures to adopt concerning the students involved.

He or she may oversee the issue of passes or issue them himself or herself.

He or she may organize special transportation for school or extracurricular activities.

He or she uses a computer and the necessary software to perform his or her duties. He or she conducts research on the Internet and may be required to assist a staff member with software specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### **Schooling**

Hold a Diploma of College Studies in Transportation Logistics or a diploma or an attestation of studies recognized as equivalent by the competent authority.

## **1.2 DEFINITION OF THE SUBCATEGORY OF PARATECHNICAL SUPPORT POSITIONS**

The subcategory of paratechnical support positions includes those positions in which common procedures are applied and simple or repetitive technical operations are performed to assist technical or professional staff.

Paratechnical positions may be grouped under one of the following classes of employment:

- 1.2.1 Laboratory Attendant
- 1.2.2 Day Care Service Educator
- 1.2.3 Day Care Service Educator, principal class
- 1.2.4 Nursing Assistant (or those possessing a Diploma in Health, Assistance and Nursing Care)
- 1.2.5 School Transportation Inspector
- 1.2.6 Printing Operator
- 1.2.7 Printing Operator, principal class
- 1.2.8 Data Processing Operator, class I
- 1.2.9 Data Processing Operator, principal class
- 1.2.10 Attendant for Handicapped Students
- 1.2.11 Binder
- 1.2.12 Student Supervisor
- 1.2.13 Swimming Pool Supervisor

### **1.2.1 LABORATORY ATTENDANT**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in assisting teachers, technical staff and students by preparing and placing at their disposal the materials required for conducting experiments and activities in keeping with the subjects taught as well as the social, cultural or sports activities and audiovisual productions.

#### **Characteristic functions**

The employee in this class of employment performs the duties of preparing, measuring, labelling, identifying, classifying, cleaning, washing and maintaining materials, tools and equipment and monitors dangerous substances; he or she assembles and disassembles apparatus and instruments and ensures their safe storage; repairs and calibrates instruments; keeps an inventory of materials and products; prepares purchase orders and, upon receipt of material, ensures that it conforms to specifications.

He or she verifies expiry dates of perishable products and ensures that the standards of use and safe storage of hazardous products according to the applicable policies are observed.

He or she takes care of the plants and animals.

He or she may work with other staff to integrate audiovisual techniques into teaching situations; carries out the necessary operations for the loan and return of materials, tools, apparatus, equipment and instruments and, if necessary, explains how they work.

He or she ensures the safety of the places and equipment used for various educational activities conducted in laboratories, workshops or elsewhere, both indoors and outdoors.

He or she may be required to use a computer and the necessary software to perform his or her duties or to conduct research on the Internet. He or she may be required to assist a staff member with software specific to his or her work.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling

Hold a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.

## **1.2.2 DAY CARE SERVICE EDUCATOR**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in organizing, preparing and conducting a series of activities, in keeping with the educational project, fostering the overall development of students in preschool and elementary school in his or her care, while ensuring their health and safety.

### **Characteristic functions**

The employee in this class of employment plans, conducts and participates in sports, cultural, leisure and recreational activities, both indoors and outdoors, in keeping with the program and educational intervention strategies. He or she may conduct research using, among other things, the Internet, to find activities and games suited for his or her group and for various events held during the year; may create games and crafts adapted to his or her students.

He or she assists students in dressing and undressing.

He or she records student attendance.

He or she assists students in preparing and eating their meals and snacks, while ensuring that the rules promoting hygiene and well-being are observed.

He or she ensures the supervision and safety of students in compliance with the rules of conduct, safety measures and recommendations of parents; administers first aid and, if necessary, administers medications according to medical requirements and the school's policy and the parents' instructions. He or she informs parents and all those concerned about a student's behaviour. He or she responds to parents' questions and provides them with pertinent information on a daily basis.

He or she maintains order and ensures the cleanliness of the premises and upkeep of material and equipment.

He or she may be required to help those students who so desire with their school work while ensuring an appropriate atmosphere and environment conducive to doing their homework and lessons; if necessary, may respond to simple questions, while respecting the teacher's instructions to the student.

He or she takes part in meetings organized by the day care service technician as regards the organization and operation of the day care service.

He or she attends, upon request, information meetings intended for parents.

He or she may be required to participate in meetings to draw up an individualized education plan in order to convey his or her observations and makes pertinent suggestions concerning a student with a handicap, social maladjustment or learning difficulty and applies the measures chosen within the scope of his or her duties; works with others to follow up on student files.

He or she may assist the day care service technician in carrying out certain administrative tasks.

He or she may be required to use a computer and the necessary software to perform his or her duties.

He or she may be required to train new day care service educators.

If need be, he or she performs any other related duty.

## **Required qualifications**

### Schooling and experience

Hold a Secondary School Diploma and an Attestation of Vocational Studies in Day Care Services or a diploma and an attestation of studies recognized as equivalent by the competent authority, and have one (1) year of pertinent experience.

### Other requirements

Hold a certificate dated no more than three (3) years attesting to the successful completion of:

1. a standard first aid course of a minimum eight (8)-hour duration;
2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph 1.

### **1.2.3 DAY CARE SERVICE EDUCATOR, PRINCIPAL CLASS**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in assisting the day care service technician in setting up the program of activities and in carrying out certain administrative tasks.

The role also consists in organizing and coordinating the duties performed by members of a team composed mainly of day care service educators.

In addition, he or she carries out the characteristic functions of the class of employment of day care service educator.

#### **Characteristic functions**

The employee in this class of employment assists the technician in organizing and setting up activities to be conducted with team members; he or she ensures that the team prepares activities in keeping with the day care service program. He or she may be called upon to organize thematic activities and outings for certain students or for all students with team members. He or she coordinates and distributes the work and ensures that it is carried out as agreed. He or she provides support to team members working with students with special needs. He or she may be called upon to give the technician his or her opinion on the quality of the activities conducted.

He or she receives requests for materials from team members, forwards them to the technician or, at his or her request, purchases the material according to the procedure established. He or she may be required to keep an inventory of materials and equipment.

He or she assists the technician in ensuring that the work of team members is carried out in accordance with the laws, regulations and rules established, particularly in matters dealing with hygiene, safety, prevention and cleanliness of materials and premises.

He or she assists the technician in entering the data collected by educators dealing with attendance, student behaviour and, if need be, medication.

He or she assists the technician with time-sensitive administrative work; he or she may be required to take part in complicated administrative duties assigned by the technician.

He or she may be required, at the request of the school principal, to assist the technician with duties required prior to establishing the budgetary forecasts of the day care service.

He or she makes suggestions and recommendations designed to improve the operation of the day care service.

He or she may be required to use a computer and the necessary software to perform his or her duties.

He or she coordinates and participates in employee orientation and in the integration of new educators.

He or she may be required to train new day care service educators, principal class and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

## **Required qualifications**

### Schooling and experience

Hold a Secondary School Diploma and an Attestation of College Studies in Early Childhood Education or a diploma and an attestation of studies recognized as equivalent by the competent authority, and have four (4) years of pertinent experience.

or

Hold a Secondary School Diploma and an Attestation of Vocational Studies in Day Care Services or a diploma and an attestation of studies recognized as equivalent by the competent authority, and have five (5) years of pertinent experience.

### Other requirements

Hold a certificate dated no more than three (3) years attesting to the successful completion of:

1. a standard first aid course of a minimum eight (8)-hour duration;
2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph 1.



#### **1.2.4 NURSING ASSISTANT (OR THOSE POSSESSING A DIPLOMA IN HEALTH, ASSISTANCE AND NURSING CARE)**

##### **Nature of the work**

The principal and customary work of an employee in this class of employment consists, within the limits of his or her competence, in administering certain treatments and general care to students of all ages whose state of health so requires.

##### **Characteristic functions**

The employee in this class of employment carries out nursing duties for which he or she is qualified in keeping with the required qualifications.

He or she takes temperatures, distributes certain medication and administers treatments, such as postural drainage and aerosol treatments. He or she reports any symptoms or abnormal reactions. He or she monitors the students' hygiene; may also assist handicapped students in washing themselves, getting dressed and putting on orthopaedic devices. He or she sees to the cleanliness of the incontinent and helps students with their snacks and meals.

He or she accompanies and assists students who are going to the swimming pool, as needed; ensures that there are no contraindications.

He or she administers, under supervision, first aid for minor injuries; if the situation so warrants, refers the student to a doctor or a hospital and may then accompany the student in the ambulance.

He or she may also supervise students, notably those with heart problems, while they are resting in the infirmary.

He or she prepares various lists and reports related to the students' records and state of health; follows up on cases and reopens them, if necessary; contacts parents to obtain any information concerning the student, as needed.

He or she tidies, maintains or washes cupboards, instruments, refrigerators and sterilizers; prepares towels, swabs, pins, dressings and lab coats; changes and makes beds daily.

If need be, he or she performs any other related duty.

##### **Required qualifications**

###### Schooling

Be a member of the Corporation professionnelle des infirmières et infirmiers auxiliaires du Québec.

or

Hold a Diploma of Vocational Studies in Health, Assistance and Nursing or a diploma or an attestation of studies recognized as equivalent by the competent authority.

## **1.2.5 SCHOOL TRANSPORTATION INSPECTOR**

### **Nature of the work**

Under the supervision of the person responsible for school transportation, the principal and customary work of an employee in this class of employment consists in ensuring compliance with regulations and school transportation contracts through inquiries and inspections.

### **Characteristic functions**

The employee in this class of employment ensures compliance with circuits and schedules. He or she makes sure that rules are respected by conducting repeated surveillance of target areas. He or she notes irregularities, notifies offenders and recommends or adopts the measures prescribed in the regulations.

He or she inspects school buses periodically in order to ensure that they meet safety and cleanliness standards.

He or she measures the distance from one point to another of the circuit; advises on the route to be followed for certain circuits; prepares the bus parking plan and determines the order of departure; may also plan transportation circuits.

He or she verifies and reports on road conditions.

In addition to inspecting and monitoring duties, the employee may also perform administrative duties related to school transportation.

In the event of a bus breakdown or in particular situations, the employee may transport students in the vehicle at his or her disposal.

He or she investigates accidents or complaints and reports on his or her findings.

He or she may give his or her advice on the hiring of drivers and takes part in their training, as needed; reports on the manner in which drivers perform their duties.

He or she may be required to train new school transportation inspectors and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling and experience

Hold a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have five (5) years of pertinent experience.

#### Other requirements

Hold a driver's licence of the class appropriate for the class of employment.

## **1.2.6 PRINTING OPERATOR**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in operating one or more offset or lithographic presses. In addition, he or she uses or operates the tools and equipment required to prepare originals and plates and to collate documents.

This class of employment does not include employees whose principal and customary work consists in photocopying or reproducing documents, using any other printing process.

### **Characteristic functions**

The employee in this class of employment ensures the operation of one or several presses depending on the number of copies to be made, whether the machines are automatic, conventional or chain delivery duplicators; he or she carries out the printing of various documents, circulars, bulletins, newspapers, forms, letterheads and envelopes consisting of one or more colours in proper registration and ensures the distribution.

The employee prepares stencils and plates using a converter or plate burner or photolithographic process; he or she modifies, if necessary, the original format of the document; fixes the plate on the cylinder, loads the paper feed, adjusts the feeders, the side guides and the conveyor; prepares the moistening and inking solutions; cleans, maintains, adjusts and oils the duplicator and, when it breaks down, carries out any repairs within his or her competence.

He or she gives his or her advice on the typographical form, formatting, colour and pagination.

The employee uses, within his or her competence, a computer equipped with the appropriate software to obtain originals from computer files, to correct, among other things, the layout, composition, format and rendering of an image of the original as well as to fabricate plates.

In addition, he or she operates machines, such as cold typesetters, titlers, multi-position inserters and, if necessary, various commercial or industrial machines used to collate, bind, fold, cut, address and insert documents.

He or she controls the paper stock and other materials of his or her department, prepares production reports, calculates the costs and bills customers; fills out purchase orders, receives and stores the materials and prepares the inventories alone or with others.

He or she may be required to train new printing operators.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### **Schooling**

Hold a Diploma of Vocational Studies in Printing or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

## **1.2.7 PRINTING OPERATOR, PRINCIPAL CLASS**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in organizing, coordinating and monitoring the work carried out by his or her team composed mainly of printing operators.

In addition, he or she must carry out the characteristic functions of the class of employment of printing operator and perform the work of a more complex nature.

### **Characteristic functions**

The employee in this class of employment coordinates, distributes and verifies the work, gives his or her advice on the quality and ensures that deadlines are met; he or she provides employee orientation.

In the case of breakdown or other irregularity, the employee takes the necessary measures to prevent any disruption in the production.

He or she may be required to work with his or her superiors to prepare budgetary estimates for his or her sector of activity.

He or she makes suggestions and recommendations designed to improve the operations for which he or she is responsible.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### **Schooling and experience**

Hold a Diploma of Vocational Studies in Printing or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have four (4) years of pertinent experience.

## **1.2.8 DATA PROCESSING OPERATOR, CLASS I**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in assisting computer users and particularly in resolving hardware- or software-related problems as well as installing and configuring computer equipment and software according to standard procedures.

### **Characteristic functions**

The employee in this class of employment installs and configures computers and peripheral equipment; he or she connects computers and equipment and ensures their compatibility. He or she installs computer parts, such as cards, memory modules or network components; configures the equipment; cleans, maintains and carries out minor repairs on the equipment.

He or she installs, configures and upgrades software and in-house programs according to standard procedures. He or she uses utility software, among others, to locate and resolve problems. He or she makes backup copies, copies, compresses or destroys files on various media and transfers data from one workstation or organization to another. He or she uses peripheral equipment, such as a digitizer or a printer particularly for mass productions in the order of priority he or she determines. According to specific instructions, the employee may be required to perform tasks on networks.

He or she provides users with technical assistance, including pertinent information; as needed, makes service calls to repair equipment and software or refers users to qualified personnel or suppliers.

He or she may keep and update the inventory of hardware and software.

He or she may be required to train new data processing operators, class I and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### **Schooling and experience**

Hold a Diploma of Vocational Studies in Computing Support or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have two (2) years of pertinent experience.

## **1.2.9 DATA PROCESSING OPERATOR, PRINCIPAL CLASS**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing the functions of team leader responsible for technical operations in the computer room. In this capacity, the employee must coordinate all of the work carried out by his or her team.

### **Characteristic functions**

The employee in this class of employment carries out with the members of his or her team the characteristic functions of data processing operators and performs the most complicated work. He or she organizes, coordinates, manages and monitors the work of his or her team members. He or she sets work priorities related to computers and takes part in preparing the work listed on the work schedule; verifies work requests and distributes programs; distributes the work and monitors the quality and quantity of the work completed. He or she prepares a daily report of the completed work as well as the work in progress.

In case of equipment breakdown or other malfunction, the employee takes the necessary measures designed to keep production going and to ensure that work schedules are respected.

He or she takes part in setting up new production methods and in keeping current methods up to date.

He or she may be required to train new data processing operators and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling and experience

Hold a Diploma of Vocational Studies in Computing Support or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have seven (7) years of pertinent experience.

## **1.2.10 ATTENDANT FOR HANDICAPPED STUDENTS**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in assisting handicapped students in participating in activities related to their schooling. He or she assists a student in moving from one location to another, ensures his or her well-being, hygiene and safety according to the instructions received in keeping with the individualized education plan.

### **Characteristic functions**

The employee in this class of employment assists the student in moving from one location to another; pushes his or her wheelchair, helps him or her to change position and, if necessary, to transfer to another chair. For the student's added comfort, he or she helps him or her drink and eat during snacks and meals and, if necessary, reheats foods; helps him or her get dressed and undressed. He or she ensures the student's personal hygiene; helps him or her wash; helps him or her in the washroom; if necessary, changes his or her diaper and washes him or her. He or she ensures the student's safety from the time he or she gets off the transportation vehicle to the time he or she gets on.

He or she assists teachers in conveying to students basic concepts regarding cleanliness, dressing, drinking and eating. He or she helps students to use or, handles for them, the materials and objects necessary for preparing and carrying out pedagogical and student activities. He or she may be required to accompany a student to physiotherapy, occupational therapy or body and muscle relaxation sessions.

He or she records observations concerning a student's needs and behaviour and may be required to inform teachers, parents and other designated staff and give his or her advice on the measures specified in the individualized education plan.

He or she supervises students during recess, meal periods, naptime and recreation time and accompanies them to the pool. He or she helps them to understand and respect school rules.

If necessary, he or she administers medication according to medical requirements and the school policy in effect and to the parents' instructions; administers first aid. He or she takes the necessary measures to help the student calm down following a fit while ensuring his or her own safety and that of others.

He or she washes and, if necessary, disinfects articles of clothing, dinnerware, tables, orthotic devices and material used for student activities.

He or she may be required to use a computer and the necessary software to perform his or her duties.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling and experience

Hold a Diploma of Vocational Studies in Assistance in Health Care Facilities or a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have one (1) year of pertinent experience in those areas requiring self-discipline, general concepts in psychology and human relations skills.

#### Other requirements

Hold a certificate dated no more than three (3) years attesting to the successful completion of:

1. a standard first aid course of a minimum eight (8)-hour duration;
2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph 1.

### **1.2.11 BINDER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing all the work related to the binding of books and other documents, such as layout, transformation, repair and decoration.

#### **Characteristic functions**

The employee in this class of employment repairs and binds books and other documents. He or she prepares the books and performs various binding operations, such as cutting, assembling booklets, folding, gluing, sawbinding and sewing. He or she trims book covers with appropriate materials.

He or she carries out gold tooling and engraving as well as the embossing of titles.

He or she classifies the books by category and may advise on whether it is worthwhile to bind or repair certain books. He or she determines the kind of binding and may choose the colours.

He or she keeps an inventory of materials, makes sure that the materials are available and takes part in preparing and monitoring the budget of his or her sector.

He or she determines the cost of bound books or of books to be bound and verifies the quality of the work completed.

As part of his or her duties, the employee may be required to operate machines used in industrial, commercial or edition binding.

He or she must maintain equipment and make minor repairs.

He or she prepares reports, as needed.

He or she may be required to train new binders and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling and experience

Hold a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have two (2) years of pertinent experience.



## **1.2.12 STUDENT SUPERVISOR**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in ensuring that students adhere to the school policy on discipline.

### **Characteristic functions**

The employee in this class of employment supervises students in the school and its buildings to ensure that rules are observed and that students are safe; he or she makes rounds, gives warnings, observes and reports any abnormal situations to the persons designated; greets and directs students and visitors; explains regulations; if necessary, gives his or her advice concerning the drawing up and evaluation of regulations; may supervise students during exams, in detention or isolation rooms or in the classroom, when the teacher is absent for a short period; supervises students during the arrival and departure of school buses as well as on the school bus.

In addition to supervision duties in the cafeteria, he or she helps students, who so require, to eat. He or she may help certain students dress, undress and, where applicable, move around.

In conjunction with teachers and the student services staff, he or she participates in carrying out and supervising student activities. He or she makes sure that the necessary material and accessories are available for certain activities.

Within his or her competence and according to the school policy, the employee maintains a safe environment, particularly in stopping fights and other acts of aggression; where applicable, assists the school administration concerned when conducting locker or student searches; notifies the police and works with the latter; may be called upon to act as a witness in court; participates in preparing accident and theft reports and administers first aid.

He or she locks and unlocks rooms and gates; assigns lockers and locks; ensures return of locks; helps students who have lost keys or other articles.

He or she views the videocassettes used for night surveillance and notifies the administration of any abnormal situation observed; prepares the videotape recorder for the next recording.

He or she participates in monitoring absences; collects the student absence lists or sheets, may be required to enter this data in the computer and carry out the compilations requested; issues and compiles late slips and so informs the administration according to the procedure established; calls parents to inquire why their child is absent.

He or she may be required to use a computer and the necessary software to perform his or her duties.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling and experience

Hold a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have one (1) year of pertinent experience in those areas requiring self-discipline, general concepts in psychology and human relations skills.

#### Other requirements

Hold a certificate dated no more than three (3) years attesting to the successful completion of:

1. a standard first aid course of a minimum eight (8)-hour duration;
2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph 1.

### **1.2.13 SWIMMING POOL SUPERVISOR**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists, when courses or other activities take place in the school's swimming pool, in supervising students and other swimmers and in assisting them when in need.

#### **Characteristic functions**

The employee in this class of employment enforces swimming pool safety regulations; he or she ensures that the number of swimmers complies with the regulations, that there are no dangerous objects in the swimming pool and that the pool walkway is obstacle free.

He or she rescues people in danger according to recognized techniques, resuscitates them, as needed and administers first aid.

He or she evacuates swimmers and prohibits access to the pool whenever he or she feels that safety cannot be assured.

He or she makes sure that safety equipment, such as poles, buoys and first-aid kits, is complete and in good condition; records, in an appropriate logbook, any observation pertinent to the equipment; maintains the filtration equipment.

He or she may also be required to check the water temperature, test the pH and chlorine levels and add the necessary chemicals in order to obtain the required water quality.

He or she informs swimmers of safety regulations and, if necessary, explains certain specific aspects.

He or she prepares reports on, among other things, water quality, accidents and compliance with regulations.

He or she may keep the keys to the pool premises and, consequently, lock and unlock doors and fences.

Besides being responsible for the upkeep and cleaning of the pool and premises, the employee may perform those duties himself or herself.

If need be, he or she performs any other related duty.

#### **Required qualifications**

Hold one of the following certificates:

- National Lifeguard Certificate awarded by the Lifesaving Society;
- Water Safety and Lifesaving Instructor Certificate awarded by the Canadian Red Cross and the Lifesaving Society;
- Swimming and Lifesaving Instructor Certificate awarded by an authorized YMCA or YWCA.

## **2. ADMINISTRATIVE SUPPORT POSITIONS**

## **2. DEFINITION OF THE CATEGORY OF ADMINISTRATIVE SUPPORT POSITIONS**

The category of administrative support positions includes those positions in which various day-to-day administrative tasks are performed.

Administrative support positions may be grouped under one of the following classes of employment:

- 2.1.1 Buyer
- 2.1.2 Office Agent, class II
- 2.1.3 Office Agent, class I
- 2.1.4 Office Agent, principal class
- 2.1.5 Office Assistant
- 2.1.6 Storekeeper, class II
- 2.1.7 Storekeeper, class I
- 2.1.8 Storekeeper, principal class
- 2.1.9 Reprography Operator
- 2.1.10 Reprography Operator, principal class
- 2.1.11 Secretary
- 2.1.12 School or Centre Secretary
- 2.1.13 Executive Secretary

## **2.1.1 BUYER**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in buying goods required by the school board according to established practices.

### **Characteristic functions**

The employee in this class of employment must update price lists and catalogues and identify potential suppliers.

The employee analyzes purchase orders for goods, services or rentals, obtains information from users and requests pricing and bids; if necessary, he or she participates in the opening of bids. He or she ensures that the bids correspond to the requirements and determines which is the most advantageous for the school board, taking into consideration the availability of supplies, price, quality, guarantee, delivery date and location, after-sales service and, if necessary, taxes, discounts and customs charges.

If necessary, the employee works with other staff to prepare and monitor the budget of a unit or department.

The employee discusses prices and conditions of purchase with suppliers when the purchasing process does not include bids.

The employee meets with sales representatives, monitors price trends, checks delivery slips and, if necessary, invoices and follows up with suppliers when goods are not delivered within the prescribed time or if the product does not conform to the specifications or to follow up on user complaints.

The employee uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; he or she conducts research on the Internet; uses electronic mail; enters data, prepares and prints tables and reports. He or she may be required to help, on occasion, colleagues with the common software and programs used.

The employee makes suggestions and recommendations designed to improve the operations for which he or she is responsible; he or she participates in committee meetings.

The employee may be required to train new buyers as well as to coordinate the work of support staff.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling and experience

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have six (6) years of pertinent experience.

#### Other requirements

Have a thorough knowledge of office automation.

## **2.1.2 OFFICE AGENT, CLASS II**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing a variety of relatively simple administrative duties according to established instructions, methods or procedures and requiring routine decisions based on a limited number of elements.

### **Characteristic functions**

The employee in this class of employment compiles data, performs simple calculations and prepares reports.

The employee fills out forms, cards, purchase orders, form letters, notices or any other simple document of the same nature and forwards them, as required.

He or she takes and transfers telephone calls; receives and forwards messages and faxes; provides information of a general nature on the telephone or in person; greets and, if necessary, directs visitors. He or she drafts notes concerning telephone calls. He or she records answering-machine messages.

The employee files documents, books and cards; he or she repairs damaged books; carries out the loan of audiovisual documents, equipment and books; if necessary, collects fines.

The employee may be required to enter texts and various data into a computer from manuscripts or other sources; he or she verifies the accuracy of the data or any other data contained on a list or document.

The employee may be required to carry out supervision in premises where aptitude tests are being administered.

The employee may be required to receive, stamp, sort and file mail and ensures its distribution.

If need be, he or she may photocopy documents.

The employee uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; he or she uses electronic mail. He or she may be required to help, on occasion, colleagues with the common software and programs used.

The employee may be required to train new class II office agents.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.

#### Other requirements

Have some knowledge of office automation.

### **2.1.3 OFFICE AGENT, CLASS I**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing a variety of administrative duties of a complex nature according to established methods and procedures.

#### **Characteristic functions**

The employee in this class of employment ensures that the applicable practices, regulations, directives, policies, methods and procedures are respected. To do so, he or she drafts, prepares, produces, verifies and follows up on invoices, purchase orders, receipts, lists and various registers, such as payroll, absence, leave or taxation registers, funding requests, statistics, statements, forms, inventories and any other administrative report, table or document of the same nature; in this context, gathers, validates and compiles the necessary data.

He or she keeps accounting books, makes journal entries, reconciles accounts, receives payments at a counter, by mail or direct payment, makes payments and deposits, codes expenditures, keeps a petty cash and makes purchases of a nominal value; compiles budget data, participates in preparing the budget of a unit or a department and conveys budget balances.

He or she contacts persons in and outside the school board to obtain or provide information related to his or her duties, determines deadlines, makes practices and regulations known and conveys decisions. He or she drafts correspondence related to his or her duties.

As instructed, the employee carries out administrative operations related to aptitude tests and administers examinations.

The employee uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; he or she carries out research on the Internet; uses electronic mail. He or she may be required to help, on occasion, colleagues with the common software and programs used.

The employee may be required to train new class I office agents as well as to coordinate the work of support staff.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling and experience

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have one (1) year of pertinent experience.

##### Other requirements

Have a basic knowledge of office automation.

## 2.1.4 OFFICE AGENT, PRINCIPAL CLASS

### Nature of the work

The principal and customary work of an employee in this class of employment consists in organizing, coordinating and monitoring the work performed by his or her team composed of administrative support staff.

This class of employment also includes employees who perform principally and customarily highly specialized work characterized by the complexity<sup>1</sup>, expertise<sup>2</sup> and autonomy<sup>3</sup> required.

### Characteristic functions

The employee in this class of employment coordinates, distributes and verifies the work and gives his or her advice on the quality, ensures that deadlines are met; ensures staff training.

The employee determines the work schedule in his or her sector according to the instructions received, reminds the persons concerned, in or outside the school board, of deadlines.

He or she carries out complex and specialized duties; finds, prepares and verifies data; prepares documents, statements and reports, including the entry of data that he or she must interpret, if necessary, and that he or she locates in or outside the school board.

The employee deals with the public or with employees concerning, in particular, the methods of payment or collection or any other matter within his or her competence.

The employee makes suggestions and recommendations designed to improve the operations for which he or she is responsible.

The employee uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; he or she carries out research on the Internet; uses electronic mail. He or she may be required to help, on occasion, colleagues with the common software and programs used.

If need be, he or she performs any other related duty.

---

#### <sup>1</sup> Complexity

This criterion refers to:

- a) work consisting of many different parts which are connected to each other in a way that may be difficult to identify all the implications in carrying out an operation, without extensive practice;
- b) work requiring the interpretation and selection of data obtained from regular contacts or exchanges of information with other administrative units or with individuals or organizations.

#### <sup>2</sup> Expertise

This criterion refers to:

- a) work requiring in-depth knowledge of the applicable procedures, interrelations, regulations and directives in an area of activity;
- b) work requiring special knowledge in addition to that normally required of the class I office agent and acquired generally by many years of experience in a field of activity.

#### <sup>3</sup> Autonomy

This criterion refers to:

- a) the responsibility for the duties of all or most of the steps of the process necessary for carrying out a given operation and for which the incumbent is responsible;
- b) the work defined according to general guidelines and performed with a wide range of latitude.



## **Required qualifications**

### Schooling and experience

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have six (6) years of pertinent experience.

### Other requirements

Have a thorough knowledge of office automation.

## **2.1.5 OFFICE ASSISTANT**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing a variety of simple administrative duties according to precise directives, methods and procedures.

### **Characteristic functions**

The employee in this class of employment fills out simple forms or parts thereof by transcribing or coding data; he or she verifies lists and various documents to ensure that they are complete and in proper sequence or that the data entered complies with the directives; prepares lists.

He or she receives, stamps, sorts and files mail, documents, records and various data on lists; delivers the mail, documents, packages and messages.

During bulk operations and as instructed, the employee performs duties related to a particular step in a given process.

As instructed, the employee unwraps and stores goods; uses the appropriate tools to cut, collate, glue, punch holes in, fold, staple or plasticize documents; handles and stacks paper.

He or she may photocopy documents.

He or she may be required to enter into a computer data as presented and requiring only a limited knowledge of a software or program.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling

Hold a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.

## **2.1.6 STOREKEEPER, CLASS II**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in assisting with the various operations performed in a store or a warehouse.

### **Characteristic functions**

The employee in this class of employment prepares the supplies in the store for distribution, delivers them and ensures their return. He or she records the circulation of supplies according to established rules and procedures.

When the employee receives new supplies, he or she identifies and stores them in an appropriate manner and, if necessary, uses a dolly, a mobile platform hoist or a cart to move them.

The employee records any defect in the supplies and reports it to his or her superior. He or she collaborates in the maintenance and minor repairs required.

If need be, he or she may photocopy documents.

Using an appropriate program, the employee may be required to enter into a computer data related to the duties he or she performs.

He or she may be required to train new class II storekeepers.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.

## **2.1.7 STOREKEEPER, CLASS I**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in being responsible for a store or warehouse and in performing various tasks related to its operation.

If necessary, the employee must, in addition, perform the characteristic functions of the class of employment of class II storekeeper.

### **Characteristic functions**

The employee in this class of employment coordinates the decentralized or centralized operations of a store under his or her authority. He or she is responsible for receiving, storing and delivering tools, goods, materials and other supplies; loans audiovisual material, tools and instruments and ensures their return. The employee sees that the goods received conform to the purchase orders; he or she fills out receipts and other documents and makes a note of damaged and lost goods. He or she records details of the goods received in a record book or on appropriate cards, sees that the goods are stored properly and affixes identification tags, if necessary.

The employee delivers supplies from the store and prepares the necessary purchase orders for the replacement of articles. He or she may sell certain articles and prepares the deposits. Periodically, he or she takes a complete inventory and sees that his or her stock conforms to the record books and prepares reports. He or she makes certain purchases according to established procedures and specified instructions.

The employee carries out minor repairs and maintenance when required and sees that major repairs are made. He or she ensures that the store is kept tidy.

Using an appropriate program, the employee may be required to enter into a computer data related to the duties he or she performs.

The employee may be required to train new storekeepers and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### **Schooling and experience**

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have two (2) years of pertinent experience.

## **2.1.8 STOREKEEPER, PRINCIPAL CLASS**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in organizing, coordinating and monitoring the work performed by his or her team composed mainly of class I storekeepers.

In addition, he or she may be required to perform the duties of a class I storekeeper.

### **Characteristic functions**

The employee in this class of employment coordinates, distributes and verifies the work, gives his or her advice on the quality and ensures that deadlines are met; he or she provides employee orientation.

The employee works with his or her superiors to prepare budget estimates for the stores for which he or she is responsible as well as organizes and keeps a complete inventory. He or she participates in preparing current operating practices and procedures. He or she reports any irregularity observed to his or her superiors.

He or she makes suggestions and recommendations designed to improve the operations for which he or she is responsible.

Using an appropriate program, the employee may be required to enter into a computer data related to the duties he or she performs.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### **Schooling and experience**

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have six (6) years of pertinent experience.

## **2.1.9 REPROGRAPHY OPERATOR**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in photocopying or reproducing documents in black and white or colour, using one or more machines other than an offset duplicator or a press and, if necessary, carrying out collating and finishing operations using the appropriate equipment.

### **Characteristic functions**

The employee in this class of employment operates one or more photocopiers or any other machine used to reproduce documents of all types from originals or computer files; he or she verifies the quality of originals and, if necessary, performs the necessary tasks, such as assembly, gluing and layout to produce suitable copies; loads paper, cardboard and staples in the machines; programs them according to customer requirements; adjusts margins and controls copy exposure; checks quality of printing.

The employee maintains the machines; fills them with ink; cleans them; polishes the cylinders; replaces defective parts; within his or her competence, the employee repairs them or, if necessary, ensures that they are repaired.

The employee ensures that the paper stocks are sufficient, prepares compilations, reports and billing.

The employee may be required to contact clients to obtain information or change purchase orders.

Moreover, the employee cuts, collates, glues, makes holes, folds, staples or plasticizes documents. To do this, he or she uses manual, electric or electronic machines, such as a folding machine, perforating machine, trimmer, guillotine, press, binding machine and shredder.

The employee may be required to train new reprography operators.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### **Schooling**

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.

## **2.1.10 REPROGRAPHY OPERATOR, PRINCIPAL CLASS**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in organizing, coordinating and monitoring the work carried out by his or her team composed mainly of reprography operators.

In addition, he or she must carry out the characteristic functions of the class of employment of reprography operator and perform the work of a more complex nature.

### **Characteristic functions**

The employee in this class of employment coordinates, distributes and verifies the work, gives his or her advice on the quality and ensures that deadlines are met; he or she provides employee orientation.

In the case of breakdown or other irregularity, he or she takes the necessary measures to continue production.

He or she may be required to work with his or her superiors to prepare budgetary estimates for his or her sector of activity.

He or she makes suggestions and recommendations designed to improve the operations for which he or she is responsible.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### **Schooling and experience**

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have four (4) years of pertinent experience.

## **2.1.11 SECRETARY**

### **Nature of the work**

The principal and customary work of the employee in this class of employment consists in assisting one or more persons in carrying out secretarial tasks.

### **Characteristic functions**

The employee in this class of employment enters texts and various data into a computer from manuscripts or various sources and produces letters, tables, reports and other documents; verifies the spelling and grammar rules in the texts entered and identifies the corrections to be made; receives and transfers telephone calls and provides general information; updates records and registers and files records and documents; opens and distributes the mail; drafts acknowledgements of receipt, simple letters or notes; finds and collects information to be included on forms that he or she fills out or in reports and correspondence.

As instructed and within the limits of his or her function, the employee relays telephone messages and information of a general nature concerning supply teachers or, more specifically, to parents, concerning school attendance; takes part in bulk purchases of school supplies and articles by carrying out transcription and verification duties; loans and retrieves books; carries out duties related to the sale of school supplies.

He or she may be required to compile, verify and enter data.

He or she uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; uses electronic mail and, if necessary, carries out research on the Internet. He or she may be required to help, on occasion, colleagues with the common software and programs used.

The employee may be required to train new secretaries.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### **Schooling**

Hold a Diploma of Vocational Studies in Secretarial Studies, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.

#### **Other requirements**

Have a basic knowledge of office automation.



## **2.1.12 SCHOOL OR CENTRE SECRETARY**

### **Nature of the work**

In addition to the duties defined in the class of employment of secretary, the principal and customary work of an employee in this class of employment consists in ensuring, as instructed or in conjunction with others, the smooth operation of the school or centre by assuming the responsibility and coordination of the administrative tasks of school or adult education or vocational training centre secretaries.

### **Characteristic functions**

As instructed or in conjunction with others, the employee plans and organizes secretarial work so that the school or centre complies with the various administrative obligations associated with the school board, the ministries and various organizations and meets the deadlines of the operations and the various school or centre activities; he or she carries out the follow-up and the appropriate reminders; takes note of the administrative procedures related to his or her tasks so that he or she may comply thereto and, if necessary, inform the persons concerned about them.

As instructed and within the limits of his or her duties, the employee responds to requests and complaints and tries to resolve problems within his or her competence; in the absence of the administration and as instructed, the employee provides information on the decisions and directives normally applicable to the problems reported to him or her.

He or she compiles the necessary information for the preparation of the budget, participates in preparing it, monitors it and prepares reports on the budget balances; keeps the accounting books of the school or centre and of extracurricular activities, pays invoices and other accounts and makes bank deposits; signs cheques jointly, reconciles accounts, keeps a petty cash and collects funds raised during fundraising events.

He or she compiles requests for material from school or centre staff, carries out the necessary calculations, verifies budget allocations and prices with suppliers; purchases goods or fills out purchase orders as well as receives and distributes goods according to the policy in effect.

He or she keeps a school supply store. He or she draws up the physical inventory of the school's or centre's immovables and of library books. As regards the repair of material and equipment, he or she requests the appropriate services and ensures that the necessary repairs are made.

As instructed, the employee prepares the list of persons available for teacher substitution and, as requested, ensures that absent employees are replaced.

He or she is responsible for keeping registers and files concerning, among others, student registration and placement, staff and student absences, temporary staff payroll, school exams, report cards, declaration of student enrolment and student transportation; verifies the necessary data, enters it, produces and forwards reports; fills out forms.

He or she responds to students' needs: conveys, in unusual circumstances, specific and pertinent messages to students, parents and school or centre staff and, if necessary, reminds those concerned; according to the policy in effect and within his or her competence, the employee takes the appropriate measures in emergency situations; may be required to supervise students in exceptional circumstances and for short periods; if necessary; administers first aid; completes the reports required.

He or she may be required to carry out the loan of books and oversee the loan of audiovisual equipment and carry out administrative tasks related to the loan and rental of rooms, participates in organizing the materials for educational activities, such as transportation reservations.

He or she responds to information requests on the follow-up of files and meetings, policies, regulations or other subjects related to the duties performed and, if necessary, reminds those concerned; forwards the pertinent documentation; handles the mail as well as finds, gathers and compiles pertinent information; within the limits of his or her duties, the employee prepares a draft response, forwards it to the person concerned and ensures the follow-up; prepares a summary of complicated problems and issues before forwarding them to the person concerned.

The employee organizes meetings, convenes participants and prepares the necessary files; he or she prepares, as instructed, a draft agenda of the subjects compiled and, if necessary, attends meetings and prepares a draft of the minutes or reports.

He or she drafts memorandums or bulletins from brief notes; takes part in setting up a filing system; archives school or centre documents according to the policy in effect.

He or she uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; carries out research on the Internet and follows up on electronic mail messages. He or she may be required to help, on occasion, colleagues with the common software and programs used.

He or she may be required to train new school or centre secretaries and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling and experience

Hold a Diploma of Vocational Studies in Secretarial Studies, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have four (4) years of pertinent experience.

#### Other requirement

Have a basic knowledge of office automation.

#### Other requirement

Hold a certificate dated no more than three (3) years attesting to the successful completion of:

1. a standard first aid course of a minimum eight (8)-hour duration;
2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph 1.

### **2.1.13 EXECUTIVE SECRETARY**

#### **Nature of the work**

In addition to the duties defined in the class of employment of secretary, the principal and customary work of an employee in this class of employment consists in performing, in a relatively autonomous manner, secretarial duties of a complex nature for one or more persons.

#### **Characteristic functions**

The employee in this class of employment responds to information requests concerning the follow-up of files and meetings, policies, regulations or other subjects related to the duties performed and, if necessary, issues reminders; he or she forwards the pertinent documentation; handles the mail as well as finds, gathers and compiles pertinent information; within the limits of his or her duties, the employee prepares a draft response, forwards it to the person concerned and ensures the follow-up; prepares a summary of complicated problems and issues before forwarding them to the person concerned.

He or she greets visitors to his or her administrative unit, provides any information within his or her competence or refers them to the persons concerned; as instructed, he or she keeps the agenda of the person or persons for whom he or she works.

The employee organizes meetings, convenes participants and prepares the necessary files; as instructed, he or she prepares a draft agenda of the subjects received and, if necessary, attends meetings and prepares a draft of the minutes or reports.

He or she drafts memorandums or bulletins from brief notes and works with others to set up a filing system; archives the documents in his or her sector according to the policy in effect.

He or she uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; carries out research on the Internet and follows up on electronic mail messages. He or she may be required to help, on occasion, colleagues with the common software and programs used.

He or she may be required to train new executive secretaries and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling and experience

Hold a Diploma of Vocational Studies in Secretarial Studies, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have four (4) years of pertinent experience.

##### Other requirements

Have a basic knowledge of office automation.



### **3. LABOUR SUPPORT POSITIONS**

### **3. DEFINITION OF THE CATEGORY OF LABOUR SUPPORT POSITIONS**

The category of labour support positions includes those positions in which manual work falling under various construction trades, physical maintenance and upkeep of equipment or various community services, such as kitchens, cafeterias, laundries and building surveillance is performed.

This category is divided into two (2) subcategories:

- 3.1 Subcategory of qualified workman positions
- 3.2 Subcategory of maintenance and service labour support positions

### **3.1 DEFINITION OF THE SUBCATEGORY OF QUALIFIED WORKMAN POSITIONS**

The subcategory of qualified workman positions includes those positions in which manual work requiring the application of specialized methods and processes usually using appropriate machines and tools particularly in fields, such as electricity, painting, welding, heating, masonry and carpentry is performed.

The qualified workman positions may be grouped under one of the following classes of employment:

- 3.1.1 Trade Apprentice
- 3.1.2 Cabinetmaker
- 3.1.3 Electrician
- 3.1.4 Electrician, principal class
- 3.1.5 Master Pipe Mechanic
- 3.1.6 Mechanic, class II
- 3.1.7 Mechanic, class I
- 3.1.8 Stationary Engineer
- 3.1.9 Carpenter
- 3.1.10 Certified Maintenance Workman
- 3.1.11 Painter
- 3.1.12 Locksmith
- 3.1.13 Welder
- 3.1.14 Specialized Shop Mechanic
- 3.1.15 Pipe Fitter
- 3.1.16 Glazier-Installer-Mechanic

### **3.1.1 TRADE APPRENTICE**

#### **Nature of the work**

In the context of his or her apprenticeship of a trade, the principal and customary work of an employee in this class of employment consists in performing various tasks, under the supervision and according to the instructions of the employee working as an electrician or pipe fitter.

#### **Characteristic functions**

The employee in this class of employment performs a variety of tasks related to the installation, conversion or repair work falling under a trade and generally including the transportation, handling and preparation of materials, storing and maintenance of tools and restoring premises.

If need be, he or she performs any other related duty.

#### **Required qualifications**

Have the pertinent legal qualifications for the class of employment.



### **3.1.2 CABINETMAKER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in building, renovating and repairing, in the shop or on the job, cabinetwork, such as period or high-grade furniture as well as decorative pieces, using machine and hand tools.

#### **Characteristic functions**

As instructed, the employee in this class of employment draws a plan or sketch of the work to be carried out, selects the wood, traces the design on the wood and uses the appropriate techniques to shape it; he or she assembles and fits the pieces, polishes the wood, applies stains and veneers, adds decorative trim and installs cabinet hardware and accessories. He or she may be required to install high-grade panelling, make period wainscots and built-in furniture, cupboards and other similar woodwork.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling or qualification certificate

Hold a Diploma of Vocational Studies in Cabinet Making or in any other appropriate specialty for the class of employment or hold a diploma or an attestation of studies recognized as equivalent by the competent authority.

or

Hold an equivalent valid qualification certificate for the class of employment issued by a recognized body.

### **3.1.3 ELECTRICIAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in carrying out tasks, such as the installation, repair and maintenance of electrical systems.

#### **Characteristic functions**

The employee in this class of employment carries out tasks related to the installation and connection, detection and identification of malfunctions, restoration, conversion, repair and maintenance of any conduction system composed of wiring apparatus, accessories and other equipment used for lighting, heating or power as well as communications, switching and transmission systems.

He or she makes electrical entrances of any voltage and amperage; sets up distribution panels, surface, wall, floor and ceiling conduits, installs wiring and makes the necessary connections. He or she carries out the installation, maintenance and repair of various electrical equipment, such as motors, transformers, switches, water heaters, heating systems, ventilators and air conditioners.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

Have the pertinent legal qualifications for the class of employment.

### **3.1.4 ELECTRICIAN, PRINCIPAL CLASS**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in being responsible for electrical work and performing the most intricate tasks.

#### **Characteristic functions**

In general, the employee in this class of employment performs the same functions as the electrician. However, because of his or her qualifications, he or she works more independently and carries out the most intricate tasks.

Moreover, he or she must assume partial or full responsibility for the renovation, conversion or repair of the electrical installations of the school board.

If need be, he or she performs any other related duty.

#### **Required qualifications**

Have the pertinent legal qualifications for the class of employment.

### 3.1.5 MASTER PIPE MECHANIC<sup>1</sup>

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in being responsible for plumbing work and performing the most intricate tasks.

#### **Characteristic functions**

In general, the employee in this class of employment performs the same functions as the pipe fitter. However, because of his or her qualifications, he or she works more independently and carries out the most intricate tasks.

Moreover, he or she must assume partial or full responsibility for the installation, repair, conversion or renovation of the piping systems of the school board.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Training

Hold a contractor's licence issued by the *Bureau des examinateurs en tuyauterie* or an appropriate licence issued by a municipality under the Pipe Mechanics Act.

If a master pipe mechanic is required to work with gas, he or she must hold a valid certificate of competency issued by the *Régie du gaz naturel*.

Hold any other permit or qualification certificate required by law or regulation.

---

<sup>1</sup> No employee who is currently in the employ of the school board or who may become an employee of the school board can request to be attributed this class of employment after the date of the coming into force of the Classification Plan, May 3, 2000 edition.

### **3.1.6 MECHANIC, CLASS II**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing a variety of repair and mechanical maintenance work and other work on motor vehicles, machinery and tooling run by fuel engines and on auxiliary equipment and tooling parts.

#### **Characteristic functions**

The employee in this class of employment identifies common malfunctions and performs the necessary adjustments, tune-ups and repairs.

He or she dismantles motor vehicles and machinery to remove damaged or worn out parts, repairs or replaces them as required and reassembles them; he or she carries out a road test or uses other means to check the results of his or her work.

He or she answers service calls on the road, as needed.

He or she may be required to drive a vehicle.

He or she may perform minor automotive body repair work.

Within the limits of his or her abilities, the employee works on diesel engines and equipment.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling or qualification certificate

Hold a Diploma of Vocational Studies in Automobile Mechanics or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

or

Hold an equivalent valid qualification certificate for the class of employment issued by a recognized body.

##### Other requirements

Hold a driver's licence of the class appropriate for the class of employment.

### **3.1.7 MECHANIC, CLASS I**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing repair and maintenance work on heavy vehicles and machinery in the shop, on the job site or on the road.

#### **Characteristic functions**

The employee in this class of employment performs various repair work on motor vehicles, equipment and heavy machinery with internal combustion engines and on the master components; he or she dismantles, repairs and reassembles engines and master components, such as the transmission, differential, power steering, fuel pump and electric or hydraulic systems. He or she adjusts and calibrates injectors and engines.

He or she performs periodic preventive maintenance in order to detect any vehicle or machinery malfunction.

As part of his or her duties, the employee may perform welding, metal cutting or forging work.

He or she orders parts, accessories and products which he or she needs and for which he or she keeps an inventory.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling or qualification certificate

Hold a Diploma of Vocational Studies in Heavy Road Vehicle Mechanics or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

or

Hold an equivalent valid qualification certificate for the class of employment issued by a recognized body.

##### Experience

Have four (4) years of pertinent experience.

##### Other requirements

Hold a driver's licence of the class appropriate for the class of employment.

### **3.1.8 STATIONARY ENGINEER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in being responsible for operating a heating and steam engine system governed by law.

This class of employment also includes the employee who, in addition, carries out the duties listed above in connection with the refrigeration equipment governed by law.

#### **Characteristic functions**

The employee in this class of employment carries out the necessary work prescribed by law and the regulations applicable to the systems for which he or she is responsible.

He or she may carry out duties, such as changing filters, belts or any other defective part of the heating, refrigeration or ventilation system, as needed. He or she carries out the required maintenance, lubrication and repairs.

As part of his or her duties, the employee may be required to coordinate the work of support staff, take part in staff training, distribute the work and ensure that it is completed.

If need be, he or she performs any other related duty.

#### **Required qualifications**

Have the pertinent legal qualifications for the systems for which he or she is responsible.

### **3.1.9 CARPENTER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing renovation, repair, structural framework, finishing work and other carpentry work in wood, metal or other materials, using manual or mechanical tools.

#### **Characteristic functions**

The employee in this class of employment carries out general structural framework and finishing work and any other work, such as erecting and dismantling concrete casings, building, assembling and dismantling scaffolding, installing doors, door frames, locks, lock barrels, insulation, window panes, acoustic tiles on stationary or suspended ceilings, installing and repairing parquet floors, installing windows, removing and installing metal or wood dividing walls, building and repairing furniture, cupboards, shelves and other woodwork which is not part of cabinetmaking.

As part of his or her duties, the employee may also perform assembling, gluing, sanding and fitting duties.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling and experience or qualification certificate

Hold a Diploma of Vocational Studies in Carpentry or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have three (3) years of pertinent experience.

or

Hold an equivalent valid qualification certificate for the class of employment issued by a recognized body.



### **3.1.10 CERTIFIED MAINTENANCE WORKMAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing maintenance, repair and renovation work falling under several building trades.

#### **Characteristic functions**

The employee in this class of employment ordinarily carries out his or her activities in places where it would be neither practical nor necessary to continuously call upon qualified workmen. He or she performs general maintenance work, such as repairing or renovating buildings, sanitary installations and simple mechanical installations. He or she may also carry out the preventive maintenance of equipment.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling or qualification certificate and experience

For electrical and plumbing work: have the pertinent legal qualifications for the class of employment and have four (4) years of pertinent experience.

or

Hold a Diploma of Vocational Studies in a pertinent building specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have eight (8) years of pertinent experience.

or

Hold an equivalent valid qualification certificate for the class of employment issued by a recognized body and have four (4) years of pertinent experience. In the case where the qualification certificate requires less than four (4) apprenticeship periods, he or she must also have one (1) year of pertinent experience to compensate for each missing period.

### **3.1.11 PAINTER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing tasks, such as painting, varnishing, dying and other similar work on the exterior or interior surfaces of buildings, metal frames and furnishings.

#### **Characteristic functions**

The employee in this class of employment carries out work related to the repair and preparation of surfaces to be painted. He or she may fill in the joints of wallboards and repair cracks in plaster.

He or she prepares and mixes paint, varnish, stain and primer and covers surfaces with these substances.

He or she may be required to hang wallpaper and other similar materials.

He or she is responsible for cleaning and maintaining the instruments and tools he or she uses.

He or she sets up or has set up the scaffolding required.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling and experience or qualification certificate

Hold a Diploma of Vocational Studies in Commercial and Residential Painting or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have three (3) years of pertinent experience.

or

Hold an equivalent valid qualification certificate for the class of employment issued by a recognized body.

### **3.1.12 LOCKSMITH**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in installing, repairing and adjusting various types of locks and other hardware, such as key or spring locks, panic locks and door closers.

#### **Characteristic functions**

The employee in this class of employment dismantles defective locks and repairs or replaces the damaged parts. He or she makes original keys or duplicates. He or she unblocks jammed lock mechanisms. In some cases, he or she makes lock parts using a machine tool. He or she changes lock combinations; may be entrusted with master keys and keep a complete inventory of keys in circulation, including extra keys; may be required to repair aluminium door mechanisms and perform minor carpentry work, as required.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling or experience

Hold a Diploma of Vocational Studies in Locksmithing or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

or

Have one (1) year of pertinent experience enabling the employee to acquire practical skills in different types of locks, lock combinations and adjustment techniques typical of the trade.

### **3.1.13 WELDER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing welding, cutting or forging work.

#### **Characteristic functions**

The employee in this class of employment carries out welding or cutting of metal sheets or steel frames, equipment parts or other metal objects using a blowtorch, an electric arc or other similar apparatus used for welding and cutting metals.

He or she may carry out forging work to build or repair machine, tool, furniture and equipment parts as well as other parts using appropriate techniques, such as welding, hammering and bending.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling or qualification certificate

Hold a Diploma of Vocational Studies in Welding and Fitting or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

or

Hold an equivalent valid qualification certificate for the class of employment issued by a recognized body.

### **3.1.14 SPECIALIZED SHOP MECHANIC**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in performing various tasks, such as the fabrication, conversion or repair of equipment parts, machine tools, maintenance equipment and heating system components as well as machining the necessary parts.

#### **Characteristic functions**

The employee in this class of employment maintains and repairs machine tools, such as milling machines, lathes and drilling machines.

He or she uses sketches, models and plans; he or she establishes the detailed operation sequence; he or she prepares templates in order to machine very low tolerance parts for precision adjustments.

He or she machines, converts, drills, grinds and adjusts the various parts necessary for the repairs and sets up bearings, mandrels and crankshafts. He or she repairs gears and distributor shafts.

In the shop, he or she may repair maintenance equipment, such as sanders, floor cleaners and vacuum cleaners.

Moreover, he or she repairs heating and ventilation system components, such as pumps, compressors and ventilators.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling or qualification certificate

Hold a Diploma of Vocational Studies in Machining Technics or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

or

Hold an equivalent valid qualification certificate for the class of employment issued by a recognized body.

### **3.1.15 PIPE FITTER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in carrying out the inspection, repair, upkeep, conversion and installation of plumbing, heating, oil burner, automatic sprinkler and refrigeration systems.

#### **Characteristic functions**

The employee in this class of employment repairs or replaces pipes and installs new accessories to upgrade plumbing systems. He or she connects the domestic piping of air, water, sewer and gas networks to the supply and discharge networks. He or she unplugs sinks, basins, showers, urinals and toilets. He or she is responsible for the proper upkeep of pipes, taps, valves and other accessories. He or she starts up and shuts down the plumbing systems in locations open to the public during certain seasons. He or she pierces or has openings pierced for floor or wall pipes. He or she bends, cuts, reams, threads, installs and connects pipes; carries out a variety of tests for the purpose of determining the system's resistance to leakage.

He or she installs, replaces, repairs and connects piping systems for steam, hot water heating or gas systems. He or she sets up and installs hot water heating systems. He or she cleans or has cleaned the piping inside the boilers and performs any other work required for the regular maintenance of the installations.

He or she sets up and installs refrigeration, lighting and cooking systems using liquefied petroleum gas and performs any work required for the maintenance of the installations.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

Have the pertinent legal qualifications for the class of employment.

### **3.1.16 GLAZIER-INSTALLER-MECHANIC**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in building and repairing, in a workshop or on the job site, doors, windows and glass panels or any metal-framed substitute products.

#### **Characteristic functions**

The employee in this class of employment builds and repairs the metal frames of doors, windows and panels of various models and sizes. He or she removes broken windowpanes and panels as well as the metal frame and cleans the parts into which they will be mounted. He or she cuts, bends, fits and installs the metal frame. He or she measures, cuts, grinds and polishes glass of any thickness as well as lattice glass and all substitutes. He or she sets the glass pane into the frame, applies the required cements and, in the case of sealed units, checks their resistance to leakage.

He or she installs metal doors, windows and panels. He or she carries out any change or repair required for the installation of frames. He or she also carries out or helps to carry out the loading, transportation and unloading of materials required as well as the erection of scaffolding.

On occasion, he or she may be required to coordinate the work of less experienced or nonspecialized workmen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling and experience or qualification certificate

Hold a Diploma of Vocational Studies in *Installation et fabrication de produits verriers* (Installation and Fabrication of Glass Products) or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have three (3) years of pertinent experience.

or

Hold an equivalent valid qualification certificate for the class of employment issued by a recognized body.

### **3.2 DEFINITION OF THE SUBCATEGORY OF MAINTENANCE AND SERVICE LABOUR SUPPORT POSITIONS**

Maintenance and service labour support positions include simple manual work performed according to specific instructions and requiring no specialized skills.

These positions may be grouped under one of the following classes of employment:

- 3.2.1 Heavy Vehicle Driver Assistant
- 3.2.2 Trades Helper
- 3.2.3 General Kitchen Helper
- 3.2.4 Laundryman
- 3.2.5 Caretaker, class II
- 3.2.6 Caretaker, class I
- 3.2.7 Night Caretaker, class II
- 3.2.8 Night Caretaker, class I
- 3.2.9 Light Vehicle Driver
- 3.2.10 Heavy Vehicle Driver
- 3.2.11 Cook, class III
- 3.2.12 Cook, class II
- 3.2.13 Cook, class I
- 3.2.14 Guard
- 3.2.15 Gardener
- 3.2.16 Maintenance Workman, class III (Domestic Help)
- 3.2.17 Maintenance Workman, class II
- 3.2.18 Maintenance Workman, class I (Window Installer, Tile Setter, Sander, Metal Locker Repairman)



### **3.2.1 HEAVY VEHICLE DRIVER ASSISTANT**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in helping the employee-driver perform his or her duties or in replacing him or her when he or she is momentarily unable to drive or when he or she is momentarily absent from his or her work.

#### **Characteristic functions**

The employee in this class of employment accompanies the employee-driver of a heavy truck on the road.

He or she helps the employee-driver in performing auxiliary duties, such as loading and unloading goods, daily inspection of the vehicle, maintenance, cleaning and, in general, keeping the vehicle in good condition.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Practical skills

Possess notions in automotive mechanics and preventive maintenance.

Be able to use delivery, receiving or shipping forms.

##### Other requirements

Hold a driver's licence of the class appropriate for the class of employment.

### **3.2.2 TRADES HELPER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in helping qualified workmen particularly in the fields of carpentry, painting, masonry, electricity and plumbing.

#### **Characteristic functions**

The employee in this class of employment performs various tasks to help qualified workmen by preparing and handling heavy materials and objects, setting up and dismantling scaffolding, holding parts in place, cleaning and providing the necessary tools, preparing surfaces and cleaning the areas where the tradesman works, as needed.

For example, as a carpenter's helper, he or she carries out duties, such as cleaning, gluing, sanding and polishing furniture, surfaces and carpentry pieces.

Similarly, in the field of masonry, he or she prepares mortar, plaster and other similar binders or coatings as well as the surfaces to be repainted.

As a painter's helper, he or she prepares surfaces to be painted and may apply the primer.

As an electrician's helper, he or she makes holes in walls, ceilings and floors; runs wires and installs connection boxes; helps in laying cables and in installing and repairing wall plugs and switches; splices and puts brackets on the wires.

As a pipe fitter's helper, he or she cuts and installs pipes; drills holes in walls and floors; digs out the soil; carries out a variety of tasks related to the installation of heating and insulating materials.

If need be, he or she performs any other related duty.

#### **Required qualifications**

No specific qualifications are required.

### **3.2.3 GENERAL KITCHEN HELPER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in carrying out simple tasks in a kitchen or a cafeteria, such as the maintenance of the premises and the equipment, handling and transporting provisions, food and utensils as well as preparing food and serving in the cafeteria. In general, he or she works according to instructions or under the supervision of a cook or head cook of the kitchen or cafeteria.

#### **Characteristic functions**

The duties of the employee in this class of employment consist in the simple preparation of food, such as peeling and cutting up vegetables, cutting up cheeses and meats, warming up precooked dishes and apportioning food and meals, helping to prepare diets, serving at the counter or in a small restaurant or snack bar, setting up, dismantling and cleaning tables, handling trolleys and carrying food from the storeroom to the kitchen, washing heavy pots and loading dishes in the dishwasher, cleaning work premises, cold storage rooms and disposing of the garbage outside the kitchen.

As part of his or her duties, the employee may use equipment, such as heating plates or counters and microwave and conventional ovens.

He or she may work as a cashier in a cafeteria or as a vending machine attendant.

If need be, he or she performs any other related duty.

#### **Required qualifications**

No specific qualifications are required.

### **3.2.4 LAUNDRYMAN**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in operating industrial-type laundry equipment with a washing capacity of at least ten (10) kilos. He or she also performs simple maintenance on the equipment.

#### **Characteristic functions**

The employee in this class of employment identifies fabrics and decides on the proper methods to be used.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Practical skills

Know how to operate the various machines used in a laundry room.

Know the various techniques related to the general care of linen, clothing and other similar articles.

### **3.2.5 CARETAKER, CLASS II<sup>1</sup>**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in being responsible for carrying out the maintenance work as well as the preventive and physical upkeep of an educational institution or building, and being responsible for a total area covering less than 9 275 m<sup>2</sup>.

The role also consists in organizing and carrying out such work as well as coordinating and overseeing it when it is carried out with or by other employees.

In addition, he or she performs the characteristic functions of the class of employment of maintenance workman, class II.

#### **Characteristic functions**

The employee in this class of employment must ensure the cleanliness of the premises. In this respect, he or she organizes and carries out maintenance work by performing maintenance workman, class II duties, according to the schedule established with his or her superior; he or she ensures that the maintenance apparatus and equipment are kept in good condition.

He or she must ensure that the building and its equipment are in good condition. He or she inspects and verifies the lighting, heating and ventilation systems; he or she ensures the operation of heating equipment which does not require the presence of a stationary engineer. He or she carries out or ensures that the required preventive upkeep is carried out; he or she carries out minor or temporary repairs; he or she reports any breakdown detected and ensures that the necessary repairs are carried out; he or she follows up the work of specialized or nonspecialized workmen. He or she repairs doors, windows and furniture; he or she may assemble and install material.

He or she takes all the necessary measures to ensure adequate security against fire and theft. In certain specific cases and, as required, he or she monitors the comings and goings of visitors, students and staff. If need be, he or she ensures the preparation of rooms and halls.

In keeping with the procedure established, he or she orders or purchases materials, products and equipment required for maintenance work; he or she keeps an inventory; he or she ensures that the standards respecting the safe use, storage and disposal of products are respected.

He or she makes suggestions and recommendations concerning products, materials, equipment and work methods.

He or she may be required to coordinate, supervise and oversee the work of other nonspecialized employees.

He or she may be required to use a computer and the necessary software to perform his or her duties.

If need be, he or she performs any other related duty.

---

<sup>1</sup> This new class of employment replaces the class of employment of "caretaker" found in the Classification Plan (February 1, 2006 edition).

## **Required qualifications**

### Experience

Have three (3) years of pertinent experience.

### Practical skills

Have a general knowledge of the operation of the heating, ventilation, lighting and alarm systems that a caretaker oversees.

Have a basic knowledge of the main building trades.

### **3.2.6 CARETAKER, CLASS I<sup>1</sup>**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in being responsible for carrying out the maintenance work as well as the preventive and physical upkeep of an educational institution or building, and being responsible for a total area equal to or greater than 9 275 m<sup>2</sup>.

The role also consists in organizing and carrying out such work as well as organizing, coordinating and overseeing the work carried out by members of a team for whom he or she is responsible.

In addition, he or she performs the characteristic functions of the class of employment of maintenance workman, class II.

#### **Characteristic functions**

The employee in this class of employment acts as team leader. In this respect and according to the schedule established with his or her superior, he or she organizes, coordinates and oversees all maintenance work as well as the preventive and physical upkeep carried out by the members of a team. He or she gives his or her opinion and reports on the quality of the work.

He or she must ensure the cleanliness of the premises. In this respect, he or she organizes and carries out maintenance work by performing, along with the members of a team, maintenance workman, class II duties; he or she ensures that maintenance apparatus and equipment are kept in good condition.

He or she must ensure that the building and its equipment are in good condition. He or she ensures the inspection and verification of the lighting, heating and ventilation systems; he or she ensures the operation of heating equipment which does not require the presence of a stationary engineer. He or she carries out or ensures that the required preventive upkeep is carried out; he or she carries out or ensures that minor or temporary repairs are carried out; he or she reports any breakdown detected and ensures that the necessary repairs are carried out; he or she follows up the work of specialized or nonspecialized workmen. He or she repairs doors, windows and furniture; he or she ensures the assembly and installation of material.

He or she takes all the necessary measures to ensure adequate security against fire and theft. In certain specific cases and, as required, he or she ensures the monitoring of the comings and goings of visitors, students and staff. If need be, he or she ensures the preparation of rooms and halls.

In keeping with the procedure established, he or she orders or purchases materials, products and equipment required for maintenance work carried out by the team; he or she keeps an inventory; he or she ensures that the standards respecting the safe use, storage and disposal of products are respected.

He or she makes suggestions and recommendations concerning products, materials, equipment and work methods.

He or she coordinates, supervises and oversees the work of other nonspecialized employees.

He or she may be required to use a computer and the necessary software to perform his or her duties.

If need be, he or she performs any other related duty.

---

<sup>1</sup> This new class of employment replaces the class of employment of "caretaker" found in the Classification Plan (February 1, 2006 edition).

## **Required qualifications**

### Experience

Have three (3) years of pertinent experience.

### Practical skills

Have a general knowledge of the operation of the heating, ventilation, lighting and alarm systems that a caretaker oversees.

Have a basic knowledge of the main building trades.



### **3.2.7 NIGHT CARETAKER, CLASS II<sup>1</sup>**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in being responsible for performing and overseeing the maintenance work as well as the preventive and physical upkeep conducted exclusively during the evening or at night in an educational institution or building according to instructions and in the absence of the caretaker, class II, foreman or school principal, and for being responsible for a total area covering less than 9 275 m<sup>2</sup>.

In addition, he or she performs the characteristic functions of the class of employment of maintenance workman, class II.

#### **Characteristic functions**

The employee in this class of employment must ensure the cleanliness of the premises by performing maintenance workman, class II duties, according to the schedule established. In addition, he or she is responsible for overseeing the maintenance work carried out by nonspecialized workmen; he or she ensures that the maintenance apparatus and equipment are kept in good condition.

He or she must ensure that the building and its equipment are in good condition. He or she inspects and verifies the lighting, heating and ventilation systems; he or she ensures the operation of heating equipment which does not require the presence of a stationary engineer. He or she carries out or ensures that the required preventive upkeep is carried out; he or she carries out minor or temporary repairs; he or she reports any breakdown detected and ensures that the necessary repairs are carried out; he or she follows up the work of specialized or nonspecialized workmen. He or she repairs doors, windows and furniture; he or she may assemble and install material.

He or she takes all the necessary measures to ensure adequate security against fire and theft. In certain specific cases and, as required, he or she monitors the comings and goings of visitors, students and staff. If need be, he or she ensures the preparation of rooms and halls.

In keeping with the procedure established, he or she identifies needs in materials, products and equipment required for maintenance work; he or she ensures that the standards respecting the safe use, storage and disposal of products are respected.

He or she makes suggestions and recommendations concerning products, materials, equipment and work methods.

He or she may be required to supervise the work of other nonspecialized employees.

He or she may be required to use a computer and the necessary software to perform his or her duties.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Experience

Have three (3) years of pertinent experience.

---

<sup>1</sup> This new class of employment replaces the class of employment of "night caretaker" found in the Classification Plan (February 1, 2006 edition).

Practical skills

Have a general knowledge of the operation of the heating, ventilation, lighting and alarm systems that a night caretaker oversees.

Have a basic knowledge of the main building trades.

### **3.2.8 NIGHT CARETAKER, CLASS I<sup>1</sup>**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in being responsible for performing and overseeing the maintenance work as well as the preventive and physical upkeep conducted exclusively during the evening or at night in an educational institution or building according to instructions and in the absence of the caretaker, class I, foreman or school principal, and for being responsible for a total area equal to or greater than 9 275 m<sup>2</sup>.

The role also consists in organizing and carrying out such work as well as organizing and overseeing the work carried out by members of a team for whom he or she is responsible.

In addition, he or she performs the characteristic functions of the class of employment of maintenance workman, class II.

#### **Characteristic functions**

The employee in this class of employment acts as team leader. In this respect and according to the schedule established and the instructions received, he or she ensures the organization, execution and supervision of maintenance work as well as preventive and physical upkeep carried out by the members of a team; he or she gives his or her opinion and reports on the quality of the work.

He or she must ensure the cleanliness of the premises. In this respect, he or she organizes and carries out maintenance work by performing, along with the members of a team, maintenance workman, class II duties; he or she ensures that maintenance apparatus and equipment are kept in good condition.

He or she must ensure that the building and its equipment are in good condition. He or she ensures the inspection and verification of the lighting, heating and ventilation systems; he or she ensures the operation of heating equipment which does not require the presence of a stationary engineer. He or she carries out or ensures that the required preventive upkeep is carried out; he or she carries out or ensures that minor or temporary repairs are carried out; he or she reports any breakdown detected so that the necessary repairs are carried out; he or she follows up the work of specialized or nonspecialized workmen. He or she repairs doors, windows and furniture; he or she ensures the assembly and installation of material.

He or she takes all the necessary measures to ensure adequate security against fire and theft. In certain specific cases and, as required, he or she ensures the monitoring of the comings and goings of visitors, students and staff. If need be, he or she ensures the preparation of rooms and halls.

In keeping with the procedure established, he or she identifies needs in materials, products and equipment required for maintenance work carried out by the team; he or she ensures that the standards respecting the safe use, storage and disposal of products are respected.

He or she makes suggestions and recommendations concerning products, materials, equipment and work methods.

He or she supervises the work of other nonspecialized employees.

He or she may be required to use a computer and the necessary software to perform his or her duties.

If need be, he or she performs any other related duty.

---

<sup>1</sup> This new class of employment replaces the class of employment of "night caretaker" found in the Classification Plan (February 1, 2006 edition).

## **Required qualifications**

### Experience

Have three (3) years of pertinent experience.

### Practical skills

Have a general knowledge of the operation of the heating, ventilation, lighting and alarm systems that a night caretaker oversees.

Have a basic knowledge of the main building trades.

### **3.2.9 LIGHT VEHICLE DRIVER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in driving an automobile, a small truck, a van or any similar vehicle of a net weight of three thousand (3 000) kilos or less for the purpose of transporting people as well as goods, documents, packages, tools, equipment or materials; he or she loads and unloads his or her vehicle, as needed, while adhering to the applicable safety standards.

#### **Characteristic functions**

The employee in this class of employment is responsible for driving vehicles, such as an automobile or a small truck.

He or she must keep his or her vehicle clean and in good running condition; ensures that it is washed, cleaned and fuelled. As instructed and according to the frequency established, he or she carries out or has carried out inspections of his or her vehicle prescribed by law, regulations and directives. He or she must report any defect detected.

He or she must keep a road record and prepare brief reports on certain activities related to his or her duties, as required. He or she keeps a logbook, if any, and the vehicle's inspection reports.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Practical skills

Be able to use delivery, receiving or shipping forms.

Have basic skills in light vehicle mechanics and in the various preventive maintenance methods required.

##### Other requirements

Hold a driver's licence of the class appropriate for the class of employment.

### **3.2.10 HEAVY VEHICLE DRIVER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in driving a road vehicle of a net weight of more than three thousand (3 000) kilos or a minibus for the purpose of transporting people as well as goods and materials and performing any other task, such as loading and unloading goods, while adhering to the applicable safety standards.

#### **Characteristic functions**

The employee in this class of employment is responsible for driving one of the following vehicles: a dump truck, a truck with a covered or uncovered platform, a bus, a minibus and other types of similar vehicles. He or she must keep his or her vehicle clean and in good running condition; ensures that it is washed, cleaned and fuelled. As instructed and according to the frequency established, he or she carries out or has carried out the inspections of his or her vehicle prescribed by law, regulations and directives. He or she must report any defect detected.

He or she must keep a road record and prepare brief reports on certain activities related to his or her duties, as required. He or she keeps, in the vehicle, a logbook and the vehicle's inspection reports.

On occasion, he or she is required to drive a lighter vehicle.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Practical skills

Know how to operate the main types of vehicles mentioned above.

Be able to use delivery, receiving or shipping forms.

Have basic skills in heavy vehicle mechanics and in the various preventive maintenance methods required.

##### Other requirements

Hold a driver's licence of the class appropriate for the class of employment.

### **3.2.11 COOK, CLASS III**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in taking part in all of the simple tasks performed by a cook of a higher class in the preparation and cooking of food or in being responsible for a kitchen and a cafeteria where, for the most part, simple food is prepared according to menus, recipes and detailed cooking instructions.

#### **Characteristic functions**

The employee in this class of employment prepares and cooks food using appropriate equipment and may also take part in preparing balanced menus.

He or she takes part in cutting meats and preparing soups, salads and sauces as well as pastries and desserts.

He or she must oversee his or her inventory and submit the necessary purchase orders. He or she may also be responsible for receiving, inspecting and storing the goods delivered.

He or she may help serve food at the counter, as needed.

He or she must ensure the cleanliness and upkeep of his or her work area as well as the equipment and furniture used.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling or experience

Hold a Diploma of Vocational Studies in Professional Cooking or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

or

Have one (1) year of pertinent experience.

### **3.2.12 COOK, CLASS II**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in assisting a cook, class I or in being responsible for a kitchen and a cafeteria serving fewer than 75 000 meals a year.

#### **Characteristic functions**

In addition to the characteristic functions of the cook, class III, the employee in this class of employment prepares and cooks food using the appropriate equipment and may also take part in the preparation of balanced menus, particularly by suggesting ways of using leftovers and stocks rationally.

He or she may coordinate the work of general kitchen helpers and momentarily replace the cook, class I when the latter is absent temporarily.

He or she may help serve food at the counter and occasionally prepare certain special foods, as needed.

When the employee assumes responsibility for a kitchen and a cafeteria, his or her activities are the same as those described for the cook, class I.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling, experience or qualification certificate

Hold a Diploma of Vocational Studies in Professional Cooking or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have one (1) year of pertinent experience.

or

Know basic culinary techniques and a variety of standard recipes. Have basic management skills, such as provision of supplies, stock control and ordering, and have two (2) years of pertinent experience.



### **3.2.13 COOK, CLASS I**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in being responsible, as head cook, for the smooth operation of a kitchen and a cafeteria serving more than 75 000 meals a year.

In addition to preparing and cooking food, the position includes coordinating the work of kitchen and cafeteria staff, participating in the preparation and monitoring of the budget, provision of supplies, determining meal prices and keeping a permanent inventory of supplies and food products in stock.

#### **Characteristic functions**

The employee in this class of employment coordinates the work of the entire kitchen staff and determines the work schedules accordingly.

He or she ensures the management of the kitchen: budget, prices and supplies.

He or she prepares balanced menus according to dietary standards.

He or she supervises the rational distribution of the food and keeps a periodic inventory of supplies.

He or she ensures the rational use of the provisions and the rotation of food stocks in order to avoid too frequent repetition of the same meals.

He or she sees to the training of less experienced staff.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling, qualification certificate or experience

Hold a Diploma of Vocational Studies in Professional Cooking or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have three (3) years of pertinent experience.

or

Hold an equivalent valid qualification certificate for the class of employment issued by a recognized body.

or

Have four (4) years of pertinent experience.

### **3.2.14 GUARD**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in safeguarding and overseeing movable and immovable property against fire, theft and damages.

#### **Characteristic functions**

The employee in this class of employment is required to make inspection rounds according to predetermined schedules; he or she makes sure that doors and windows are locked and that lights are turned off; must report to management any irregularities or deficiencies involving risk or damage to property.

He or she is also assigned the duty of greeting visitors. He or she oversees the comings and goings of visitors, staff and students and, in some cases, residents.

As part of his or her duties, he or she is required to maintain order and discipline, answer the telephone, relay messages and deliver documents entrusted to him or her.

He or she may also be required to act as a doorman, night watchman or parking lot attendant.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Practical skills

Be able to write simple reports.

Possess basic notions of safety regulations.

### **3.2.15 GARDENER**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in preparing and performing work related to plant cultivation and maintenance, both indoors and outdoors.

#### **Characteristic functions**

The employee in this class of employment looks after plants by performing the following tasks: taking, pruning, topping, cutting back, hoeing, weeding, digging, and watering. He or she uses insecticides and fertilizers, as required. He or she prunes trees by cutting branches using pruning shears and saws. He or she seals the wounds with a protective coating.

He or she propagates plants using seedlings, cuttings or other means. He or she prepares the soil, transplants and pots plants, carries out the planting and lays turf.

On occasion, he or she mows the lawn and does landscaping work.

As part of his or her duties, he or she must keep both the premises and equipment used clean.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling or experience

Hold a Diploma of Vocational Studies in Horticulture and Gardening Centre Operations or in any other appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

or

Have two (2) years of pertinent experience.

### **3.2.16 MAINTENANCE WORKMAN, CLASS III (DOMESTIC HELP)**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in carrying out minor maintenance work to ensure that the offices and other premises of the institution are clean and in good condition. In general, he or she performs his or her duties under the supervision and according to the instructions of a maintenance workman of a higher class, a caretaker or a foreman.

#### **Characteristic functions**

The employee in this class of employment dusts, cleans, washes and waxes the furniture and the woodwork; he or she vacuums the carpeting, sweeps the floors, places light furniture, empties and cleans waste baskets and ashtrays as well as washes windows, venetian blinds and blackboards.

In a laundry room, he or she may be assigned duties, such as the care and preparation of linen.

If need be, he or she performs any other related duty.

#### **Required qualifications**

No specific qualifications are required.

### **3.2.17 MAINTENANCE WORKMAN, CLASS II<sup>1</sup>**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in carrying out the maintenance work as well as the preventive and physical upkeep of buildings, grounds, equipment and swimming pools.

The role also consists in the handling and transportation of goods, furniture and other materials.

In general, the employee works according to instructions or under the supervision of a caretaker, night caretaker, foreman, maintenance workman, class I or a qualified workman.

In addition, he or she may be required to perform the characteristic functions of the class of employment of maintenance workman, class III.

#### **Characteristic functions**

The employee in this class of employment performs tasks aimed at ensuring the cleanliness of the premises and keeping equipment in good condition. He or she may perform his or her duties alone or with other employees.

As for the cleanliness of the premises, the employee generally carries out tasks, such as sweeping, mopping, washing, stripping and waxing, as needed, floors and steps; washing walls and ceilings, washing and cleaning water fountains, sinks, washbasins, washroom counters, toilets and showers; dusting furniture and surfaces; removing garbage, emptying waste baskets and recycling bins and disposing of them for collection; washing windows, inside and out, as well as blinds; outdoors, removes snow from entrances, steps, sidewalks, playgrounds and roofs; spreads salt and sand, as needed. He or she may be required to clean up the school yard, mow the lawn, rake, pick up and discard dead leaves.

As regards physical and preventive maintenance, he or she replaces light bulbs and fluorescent tubes; fuels or ensures fuelling and operation of pilot lights of heating apparatus; he or she reports any breakdown detected when performing such work; he or she cleans air supply and return grills and diffusers; he or she carries out any type of minor repair work. He or she may help qualified workmen by handling heavy objects and materials, holding parts in place, cleaning and providing the required tools as well as cleaning the premises where the work is carried out. He or she may also erect and dismantle scaffolding.

He or she uses, stores and disposes of various products required in carrying out his or her duties in a safe manner, while respecting standards.

As part of his or her duties, the employee may also move furniture; handle, transport and store goods and materials; operate the equipment required to carry out the work. He or she prepares rooms and halls according to the arrangements requested.

If need be, he or she maintains swimming pools and adjacent premises by performing duties, such as cleaning out a swimming pool and maintaining filters, tiles, walls, skimmer grids, strainers and other equipment. He or she regularly checks diving boards and may be required to test the pH of the water and the free available residual chlorine and to use the appropriate chemicals to obtain the required water quality.

He or she may work as a serviceman in a garage.

If need be, he or she performs any other related duty.

#### **Required qualifications**

No specific qualifications are required.

---

<sup>1</sup> This new class of employment replaces the class of employment of "maintenance workman, class II" (assistant caretaker, labourer) found in the Classification Plan (February 1, 2006 edition).

### **3.2.18 MAINTENANCE WORKMAN, CLASS I (WINDOW INSTALLER, TILE SETTER, SANDER, METAL LOCKER REPAIRMAN)**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in carrying out work in one or several specific sectors, such as flooring, glazing, furniture and board sanding and metal locker repair.

#### **Characteristic functions**

As regards glazing, the employee in this class of employment cuts and installs glass panes or similar material. He or she is also responsible for the installation, maintenance and repair of metal windows.

As regards flooring, he or she sands floors using the appropriate tools and installs vinyl, rubber or linoleum floor coverings or other similar materials.

As regards sanding, he or she sands, by hand or with sanding machines, boards, desks, tables and other furniture.

He or she may also prepare surfaces for the application of primer.

As regards metal locker repair, the employee in this class of employment repairs, removes dents, adjusts, replaces and handles lockers, metal cupboards or coat racks; he or she installs, repairs or adjusts doors, shelves, hinges, latches, locks and frames; he or she uses appropriate manual or electric tools.

As part of his or her duties, the employee performs minor repairs and is required to keep the premises as well as the equipment used clean.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Experience

Have three (3) years of pertinent experience with special skills in the specific sector or sectors of the position.