



CLASSIFICATION PLAN

Support personnel

CÉGEP

June 2012

Classification Plan

Support Personnel

COMITÉ PATRONAL DE NÉGOCIATION
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1. DEFINITIONS

For the exclusive purpose of applying the Classification Plan, the words and the expressions used carry the meaning ascribed to them in the plan unless the collective agreement provides specific definitions. In this case, the latter prevails. The definitions of the Classification Plan are used to arrive at a better understanding.

Employment class

An employment class is a subdivision of the Classification Plan that defines specific activities and duties for positions, which have common characteristics in terms of the nature and complexity of the work and in terms of the qualifications and skills required.

Area of activities

Group of activities with common characteristics, for example, the laboratory area, the data processing area, the maintenance area, and the sports and physical activities area.

2. PRINCIPLES TO BE OBSERVED IN APPLYING THE CLASSIFICATION PLAN

The assignment to an employment class is in line with the classification rules provided for in the collective agreements.

Contents of employment class description

The description given for each employment class includes the nature of the work, the minimum required qualifications and a non-exhaustive listing of characteristic duties.

Nature of work

This is a general statement that defines the area of activity and the level of responsibility of a particular position.

Required qualifications

The qualifications established in the Classification Plan constitute minimum requirements. They are usually established in terms of training, experience, legal requirements and, in some instances, in terms of specific hiring requirements.

Training

The training required for a technical support position or an administrative support position corresponds to a level of education certified by a diploma or an attestation of studies that constitutes the minimum level of required knowledge to carry out the duties of this position adequately. In the case of trade workers, training may also correspond to the possession of a qualification certificate.

Experience

When years of experience are required to fill a position, this experience must be pertinent, that is, experience which has prepared the candidate to carry out the duties of the position for which he has applied.

Other requirements

This part of the description of some employment classes provides for the additional requirements necessary to accomplish the job.

Some characteristic duties

This part gives a description of the main characteristic tasks and includes details necessary for a clear understanding, and provides specific tasks to facilitate the identification of the appropriate employment class.

It is important to remember, however, that this part does not constitute an exhaustive description of the employee's tasks. Furthermore, the fact that an employee occasionally performs a task in a certain employment class does not mean that he is necessarily entitled to the job title of this employment class; it is the employee's principal and customary tasks that determine the appropriate employment class.

However, it is not necessary to carry out all the tasks of an employment class to be entitled to this class. The volume or the complexity of the tasks of a range of work may necessitate a more marked specialization.

Within the limits of a given area of activity, the functions of a lower income employment class are not repeated in the characteristic duties of a higher income employment class; however, these functions are a part of the duties that may be performed by the incumbent of this higher income employment class.

Notwithstanding the foregoing, the administrative tasks may be performed by the incumbent of any employment class in so far as he is able to perform these duties.

Related task must be understood as signifying any task which, like the characteristic duties listed in the employment class, would normally be associated with the type of work related to this employment class.

The incumbents of any employment class may have to use the information technology and communication tools.

ADMINISTRATION TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in performing various technical tasks of an administrative nature. He assists support personnel as well as users of the department concerned.

Regarding office automation, he coordinates the team's work or carries out the more complex technical tasks.

Required qualifications

Schooling

In the administration field, have a diploma of college studies (DEC) in administration with an appropriate specialty or, in the office automation field, a diploma of college studies (DEC) in office automation with an appropriate specialty or, a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

In the administration field, the employee in this employment class performs various technical tasks of an administrative nature on behalf of those responsible for administrative units. He participates in the development and application of management standards, procedures and tools, the specifications of which are provided to him by management or professional personnel.

Regarding financial resources, he performs all technical tasks related to accounting entries, funds transfers, payroll production and any production of reports required. He gathers, analyzes and processes data or information with a view to assisting in preparation of the budget and production of the financial statements.

Regarding material resources, he evaluates the features of new products, obtains the necessary information from companies that supply material, and makes recommendations. He collaborates in the analysis of furniture and equipment requirements and he supervises and directs their installation.

Regarding school organization, he participates in the technical processes related to admission, registration, choice of courses, course scheduling, student records management and computerized files. He participates in calculations related to teacher allocation and workload.

Regarding human resources, he performs all technical tasks related to hiring, application of the working conditions of the personnel, development of staffing plans and application of job security processes.

In the office automation field, he plans, organizes and evaluates the work of a team and ensures performance of all the activities according to the projected schedules. He sees to the relationships with the other administrative units and external organizations. He performs complex administrative tasks and ensures technical support in writing, syntax of texts and presentation of documents.

Regardless of his field of expertise, he is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

ADMINISTRATIVE SECRETARY

Nature of work

The principal and customary work of the employee in this employment class consists in carrying out various clerical tasks, including the more complex ones, in collaboration with one or more persons.

Required qualifications

Schooling and experience

To have a diploma of vocational studies (DEP) in an appropriate specialty or a secondary school diploma (DES) or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have four (4) years of pertinent experience.

Some characteristic duties

The employee in this employment class drafts documents, designs and writes department memos and correspondence; he performs research and prepares summaries of complex problems and questions; he keeps the schedules up to date and verifies that they are met.

He keeps up to date the agenda of the persons with whom he collaborates and organizes the activities related to their internal or external meetings; he prepares the minutes of the meetings he attends and ensures the necessary follow-ups. He communicates the information related to his competency.

He keeps up to date the data that influences the department's budgets and produces reports on request according to the established procedures.

He advises the personnel on administrative terminology and on ways in which letters and documents can be produced.

He participates in the development of the classification system of the college and is responsible for the department's document management system.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

ADMINISTRATIVE SUPPORT AGENT, CLASS II

Nature of work

The principal and customary work of the employee in this employment class consists in performing a variety of administrative duties in accordance with established methods and procedures.

Required qualifications

Schooling

To have a diploma of vocational studies (DEP) in an appropriate specialty or a secondary school diploma (DES) or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class completes forms, various administrative documents and keeps a document and file system up to date. He enters all types of texts and sends form letters and acknowledgements of receipt; he searches for and dispatches information related to his area of activity; he prepares, compiles and verifies statistics.

He takes and transfers telephone calls and provides information of a general nature. He receives and dispatches mail. He greets, informs and guides people within the college.

He records commercial transactions related to his activities and he verifies the accuracy of these entries. He performs a variety of functions related to the lending and he may act as a cashier.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

ADMINISTRATIVE SUPPORT AGENT, CLASS I

Nature of work

The principal and customary work of the employee in this employment class consists in performing a set of administrative functions of a relatively complex nature according to established methods and procedures and clerical functions related to activities in his area.

Required qualifications

Schooling and experience

To have a diploma of vocational studies (DEP) with appropriate specialty or a secondary school diploma (DES) or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have at least one (1) year of pertinent experience.

Some characteristic duties

The employee in this employment class carries out accounting operations of a relatively complex nature and sees that norms and procedures are being observed. He may also make certain purchases of nominal value. He performs some verification work and sees to the control of the payments. He prepares and makes the deposits and reconciles the accounts.

He can execute some tasks related to remuneration and accomplishes various tasks related to applying the working conditions of his administrative unit or the college personnel.

He may have to perform a part or the complete set of tasks of an area of activity.

He transcribes texts and creates different tables and graphics. He keeps up to date databases, the list of documents required by users, some records for the persons he assists as well as their appointment book. He organizes meetings, convenes participants and prepares the necessary files.

He greets people, provides information related to his competency and gives them directions within the college.

He seeks out and collects information to be included in correspondence or reports. He gathers, classifies and locates files in accordance with established procedures.

He trains new employees.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

ADMINISTRATIVE SUPPORT AGENT, PRINCIPAL CLASS

Nature of work

The principal and customary work of the employee in this employment class consists in ensuring the coordination of a set of administrative tasks from a specific area of activity.

He can also be assigned to one or several tasks which are specialized and are characterized by complexity, expertise and autonomy¹.

Required qualifications

Schooling and experience

To have a diploma of vocational studies (DEP) with appropriate specialty or a secondary school diploma (DES) or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority, and have at least six (6) years of pertinent experience.

Some characteristic duties

The employee in this employment class coordinates the administrative duties of a specific area of activity; he trains new employees, ensures the distribution of work and provides his opinion on the quality of the work carried out. He collaborates in the preparation of the work schedule and ensures work is performed.

¹ Definitions

Complexity

This refers to:

- work composed of a combination of various steps the implications of which cannot be grasped in the performance of an operation, without extended practice;
- work that requires the interpretation and selection of data obtained after contacts and regular exchanges of information with other administrative units or with people or organizations.

Expertise

This refers to :

- work that requires an in-depth knowledge of the procedures, their interrelations, regulations and directives applicable to an area of activity;
- work that requires special knowledge in addition to the knowledge normally required of the Administrative Support Agent, class I, and which is generally acquired by long work experience in an area of activity.

Autonomy

This refers to :

- responsibility for the tasks of all or a significant part of the steps of the process necessary to the performance of a given operation for which the incumbent is answerable;
- work defined according to general orientations and performed with great freedom of action.

He performs specialized tasks, collects and selects data, and prepares a summary of complex files. When new procedures are established, he applies them or makes sure they are applied by the personnel concerned.

He endeavours to obtain further information from the users and from the companies which supply materials, enters data into the contracts and proceeds with invoicing.

In the performance of his duties, he makes suggestions to personnel at the technical, professional and management levels with a view to improving the progress of activities under his responsibility.

He uses information technology and communication tools offered related to the work to be done.

If need be, he performs any other related tasks.

AERONAUTICS MAINTENANCE TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in the maintenance and repair of aircrafts, in accordance with Transport Canada's standards, in order to keep them in good working order.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in aircraft maintenance or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class performs the maintenance and repair of aircrafts. He verifies the aircrafts and ensures they are in good working order. These tasks aim also to rectify particular problems, which, generally, do not affect the aircraft's safety.

At regular intervals or when unexpected problems occur, he makes verifications to detect defects and repairs them in accordance with Transport Canada's standards.

Before and after the use of an aircraft, he examines it in detail to detect damages or irregularities; he reports any observed defects. According to a part replacement schedule, he removes the used parts and replaces them.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

ATTENDANT FOR DISABLED STUDENTS

Nature of work

The principal and customary work of the employee in this employment class consists in assisting disabled students in their participation in the courses or in other activities. The employee assists the disabled students in their movements, provides them with the assistance required by their condition and ensures their well-being.

Required qualifications

Schooling and experience

To have a diploma of vocational studies (DEP) with appropriate specialty or a secondary school diploma (DES) or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have at least one (1) year of pertinent experience.

Some characteristic duties

The employee in this employment class accompanies the student to his classroom and on all his other movements within the college.

As needed, the employee assists the student with everything regarding his welfare, hygiene and safety.

He assists the student in manipulating the material or objects necessary to prepare or conduct pedagogical or student activities.

He notes his observations concerning the student's needs and behaviours and may be called upon to inform the teaching staff or the other stakeholders.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

AUDIO-VISUAL TECHNICIAN

Nature of work

The principal and customary work of an employee in this employment class consists in carrying out, for the different departments of the college, various technical duties in the area of audio-visual production. He provides technical assistance to users.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in an appropriate specialty or, a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee of this employment class acts as a resource person to the users during audio-visual productions. He carries out all types of technical duties in the area of audio-visual production. He may be asked to carry out technical duties in the area of photography.

He participates in the choice of new apparatus by testing and providing appraisals; he may collaborate in the preparation of specifications when new material is purchased. Upon receipt of the material, he checks that it conforms with the purchase order and that it is in good working order, and then records it in the inventory that he maintains.

He studies the operation and use of equipment for the purpose of adapting it to specific requirements.

He is responsible for the lending and recovery of equipment and for keeping the related records.

He proceeds with the installation, the periodic examination, the adjustment and repair of the audio-visual equipment and material.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

BUILDING SERVICES TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in performing technical duties in the field of building mechanicals, in order to ensure the good working order of the equipment. He operates and modifies mechanical, electrical and control installations, and applies the regular and preventive maintenance programs for different equipment, apparatus and power or service systems.

In the field of architecture and civil engineering, he can also work on the aspects of the different stages of a building's life cycle by performing various technical work related to the design, preparation, verification and supervision of building development, renovation, restoration or construction projects.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in building mechanicals, in architecture or in civil engineering according to the appropriate field, or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

In the field of building mechanicals, the employee in this employment class is responsible for the operation, the maintenance, the inspection and the installation of systems related to heating, air conditioning, ventilation and refrigeration and related equipment.

He is responsible for preventive maintenance of mechanical systems; he carries out regular inspections and performs repairs or recommends that they be performed.

He participates in the development and in the update of the physical inventory of mechanical services and of the supply depot of spare parts that are necessary for the reliability of the systems. He operates the computerized systems control programs; he evaluates and proposes energy conservation and energy saving projects. He receives complaints concerning comfort on the premises, verifies and analyzes the problems and takes the necessary corrective actions.

In the field of architecture or civil engineering, he participates in management of the spaces and carries out regular inspections of the buildings.

He gathers the necessary information for the preparation of development, renovation, restoration or construction projects. He produces the drawings, calculates the costs and estimates the quantities of materials and labour necessary to carry out the projects.

He ensures compliance with the Building Code, the municipal by-laws and the space and siting requirements.

He draws up the inventory of the work to be performed; he proposes solutions to the problems or anomalies encountered and establishes the intervention priorities. He operates and updates the specialized databases; he develops new applications, proceeds with analyses and produces reports on various subjects related to management of spaces and properties.

He coordinates the development activities with the stakeholders and ensures monitoring of the work. He oversees the building renovation, restoration or construction work and collaborates with the architects or engineers engaged in the projects. He may act as respondent for the college.

He gathers, files, archives and sees to the updating of plans and other documents in his field. He transmits files to the designated external organizations.

Regardless of his field, he prepares plans, drafts specifications to be proposed for the purposes of requests for proposals and sees to it that the work conforms to the specifications.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

CABINETMAKER

Nature of work

The principal and customary work of the employee in this employment class consists, in designing, making, altering, repairing cabinet work such as period or high-grade furniture and decorative articles.

Required qualifications

To have the legal and prescribed qualifications for this employment class.¹

or

To have a diploma of vocational studies (DEP) in an appropriate specialty and have one (1) year of pertinent experience.

Some characteristic duties

The employee in this employment class prepares sketches and plans of work to be done. He chooses the wood, traces the pieces to be made and transforms it using the appropriate techniques. He performs the necessary assembling and adjusting; he bleaches out or sands the wood, and applies coating materials and veneer; he installs trims, hardware and accessories.

He applies high-grade coatings, designs and makes fine trims, recesses furniture, cupboards or other similar cabinet work into the wall. He sees that the premises and the equipment used are safe.

He checks the material inventory and, if needed, fills out purchase orders in order to have on hand the necessary material for his work.

He may be called upon to coordinate the work of other support personnel who are assigned to him.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

CARPENTER

Nature of work

The principal and customary work of the employee in this employment class consists in performing alterations, repairs, constructions, frames, finishings and other carpentry work done with various materials.

Required qualifications

To have the legal and prescribed qualifications for this employment class.¹

Or

To have a diploma of vocational studies (DEP) in an appropriate specialty and have one (1) year of pertinent experience.

Some characteristic duties

The employee in this employment class performs general frame and finishing tasks. He makes, transforms and repairs carpentry and locksmithing work from various materials. He traces, cuts out, shapes, adjusts and assembles the parts with tools and machines. He complies with, creates or modifies the plans according to the carpentry work requested in order to meet the users' different needs. He sees that the premises and the equipment used are safe.

He checks the material inventory and, if needed, fills out purchase orders in order to have on hand the necessary material for his work.

He may be called upon to coordinate the work of other support personnel who are assigned to him.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

CERTIFIED AERONAUTICS MAINTENANCE TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in the maintenance, repair and inspection of aircraft in order to certify the airworthiness according to Transport Canada's standards.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in aircraft maintenance or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

To have the legal and prescribed qualifications for this employment class.¹

Some characteristic duties

The employee in this employment class participates in the inspection and maintenance tasks before and after flights; he certifies an aircraft's airworthiness by signing the log book, which reports the work completed on the aircraft.

During maintenance duties at regular intervals, he supervises the reassembly of parts, helps, if needed, and makes sure the instructions have been observed; he makes general inspections on the aircraft and carries out repairs for which the signature of a certified technician is required.

He may be called upon to make drafts and establishes the specifications of the parts to be replaced; using precision instruments, he carries out tests on engines and other parts to ensure the aircraft's flight holding; he keeps the aircraft's files up to date.

He acts as an attendant during aircraft inspections and he organizes inspection schedules for each stage of the maintenance program.

He develops procedures and instructions for the inspections, according to Transport Canada's standards; he keeps an up-to-date inventory of those standards and modifies, if needed, the inspection process.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

He informs his superior when the time has come to inspect an aircraft; he makes sure the files of all aircraft parts are up-to-date and inspects them according to fixed schedules and when deemed necessary.

He assists the teaching staff in the preparation, presentation, supervision and evaluation of training periods or workshops, and carries out laboratory technician duties in the field of aeronautics maintenance.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

CERTIFIED MAINTENANCE WORKMAN

Nature of work

The principal and customary work of the employee in this employment class consists in performing maintenance, repair and renovation work relevant to several building trades.

Required qualifications

To have the legal and prescribed qualifications for this employment class¹ and two (2) years of pertinent experience in work related to several other trades.

Or

To have a diploma of vocational studies (DEP) in an appropriate specialty and have three (3) years of pertinent experience.

Some characteristic duties

The employee in this employment class performs general maintenance work on installations and buildings, and takes care of preventive and safety maintenance of premises and equipment.

He collaborates with technical personnel or workers in specialized tasks. He drafts or reads the plans and selects the materials necessary for the work to be performed.

He checks the material inventory and, if needed, fills out purchase orders in order to have on hand the necessary material for his work.

He may be called upon to coordinate the work of other support personnel who are assigned to him.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

COOK, CLASS III

Nature of work

The principal and customary work of the employee in this employment class consists in participating in all tasks performed by a Cook, class I or II related to preparing and cooking food.

Required qualifications

Schooling

To have a diploma of vocational studies (DEP) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class prepares and cooks food and may be asked to help in the preparation of well-balanced menus. He participates in the making of pastries and desserts.

He must watch the level of his stocks and submit the necessary purchase orders. He may participate in the receiving and checking of goods delivered and their storage.

He is responsible for the cleanliness and the maintenance of his work area and the equipment used, and ensures health and safety rules are met.

He serves customers at the counter and acts as a cashier.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

COOK, CLASS II

Nature of work

The principal and customary work of the employee in this employment class consists in assisting a Cook, class I or in assuming the responsibility for managing the activities taking place in a kitchen or a cafeteria where the number of meals served per year is less than seventy-five thousand (75,000).

Required qualifications

Schooling and experience

To have a diploma of vocational studies (DEP) in an appropriate specialty or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have one (1) year of pertinent experience.

Some characteristic duties

As an assistant to the Cook, class I, the employee in this employment class participates in the food service management, assists the Cook, class I during all his activities and may replace him momentarily.

As the person responsible for the food services, he prepares balanced menus according to dietetic standards; he checks the meal quality and presentation and ensures rational control of food distribution and inventory turnover.

In addition to preparing and cooking food, the Cook, class I, coordinates the work of all food service support personnel; he trains new employees, prepares schedules and ensures health and safety rules are met.

He keeps up to date the inventory of food and products, prepares purchase orders and, upon receipt of the material, he verifies it.

He participates in the preparation and administration of the budget, in food provisioning and in the determination of the price per meal.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

COOK, CLASS I

Nature of work

The principal and customary work of the employee in this employment class consists in assuming the responsibility for managing the activities taking place in a kitchen or a cafeteria where the number of meals served per year is more than seventy-five thousand (75,000).

Required qualifications

Schooling and experience

To have a diploma of vocational studies (DEP) in an appropriate specialty or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have at least four (4) years of pertinent experience.

Some characteristic duties

The employee in this employment class manages the food services; he prepares balanced menus according to dietetic standards; he checks the meal quality and presentation and ensures rational control of food distribution and inventory turnover.

In addition to preparing and cooking food, he coordinates the work of all food service support personnel, he trains new employees, prepares schedules and ensures health and safety rules are met.

He keeps up to date the inventory of food and products, prepares purchase orders and, upon receipt of the material, he verifies it.

He participates in the preparation and administration of the budget, in food provisioning and in the determination of the price per meal.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

DATA PROCESSING OPERATOR

Nature of work

The principal and customary work of the employee in this employment class consists in assisting computer users and in helping them when they have hardware or software problems. He installs and configures hardware and software in accordance with specific procedures.

Required qualifications

Schooling and experience

To have a diploma of vocational studies (DEP) in an appropriate specialty.

Or

To have an attestation of studies which is recognized as equivalent by the competent authority and have two (2) years of pertinent experience.

Some characteristic duties

The employee of this employment class installs and configures computers and peripherals; he performs these tasks on networks. He solves certain problems of use of information and communications technologies. He connects the computers and the peripherals and ensures their compatibility.

He installs, configures and updates in-house software and programs in accordance with established procedures; in particular, he uses utility software to locate and solve difficulties.

He responds by remote access to users' requests for assistance and provides the relevant information. If necessary, he goes on site to perform hardware and software troubleshooting, and entrusts problems beyond his competency to qualified persons or the companies that supplied the hardware.

He backs up, copies, compresses or deletes files on various media and transfers data between various workstations; he cleans, maintains and performs minor repairs on equipment.

He uses various peripherals according to specific instructions.

He may be called upon to draw up and maintain the hardware and software inventory.

He may be called upon to train new employees within his employment class.

If need be, he performs any other related tasks.

DATA PROCESSING TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in performing technical duties related to network, computer and peripherals, and providing technical support to users.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class performs activities related to the monitoring and proper functioning of operating systems, networks and servers for which he is responsible and solves arising problems. In view of carrying out that task, he installs, configures and updates the network components and develops utility programs. He implements data saving and data safety procedures, creates, alters or destroys user accounts and grants access rights.

He ensures technical support for users, may be called upon to receive service requests and to process them.

He installs, configures and updates the software. He tests new software, evaluates its compatibility and sees to the carrying out of the appropriate corrections. He performs minor repairs and participates in choosing software and hardware.

He develops software applications and prepares general and detailed diagrams of the programs in accordance with the specifications established by the Data Processing Technician, principal class or by the Analyst; he codes data in a logical manner; he prepares information for testing; he tests and troubleshoots programs; he prepares procedure, operating and standard manuals, and may be called upon to participate in personnel training.

He evaluates, corrects and refines existing programs in order to take into account changes in the requirements of the systems or in the structure of the equipment.

He may assist the professional personnel and participate in the analysis, design and development of systems.

He may have to maintain a system for hardware inventory and localization.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

If need be, he performs any other related tasks.

DATA PROCESSING TECHNICIAN, PRINCIPAL CLASS

Nature of work

The principal and customary work of the employee in this employment class consists in assuming the duties of network administrator of the college, carrying out highly technical duties and developing various computer programs intended for the processing of data from systems whose specifications have been established by himself or the Analyst.

He may be called upon to coordinate the work of a team of Data Processing Technicians.

Required qualifications

Schooling and experience

To have a diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have four (4) years of experience as a Data Processing Technician or in a similar position.

Some characteristic duties

The employee in this employment class ensures the planning, configuration and management of the computer networks of the college. He coordinates activities related to solving network problems. He manages the deployment of mechanisms, equipment and hardware ensuring the college's data and network safety. Concerning network equipment, he analyzes its performance, conducts requirement projections and prepares the technical portion of the invitations to tender.

He carries out the different steps of analysis for simple operating controls. He works directly with the users for specific programs. He carries out specialized

technical work characterized by the complexity, creativity, ability to communicate and autonomy of action required of an employee in this employment class¹.

He designs and writes the documentation related to the programs he develops and acts as a resource person to the Data Processing Technicians.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

If need be, he performs any other related tasks.

¹ Definitions

Complexity of the work

This refers to:

- a) work requiring specific knowledge in addition to that usually required of the technician;
- b) work considered essential, unique and a determining factor in the realization of the entire activity program;
- c) work that, because of its complexity, makes such employees the immediate assistants of the professionals and executives.

Creativity

This refers to:

- a) work for which new methods and technical procedures are required;
- b) work which requires a choice from among several possibilities;
- c) work which requires from those who carry it out an ability to adapt to new or unforeseen factors and findings;
- d) work which requires original solutions.

Communication ability

This refers to :

- a) work requiring coordination with other administrative units and necessitating exchanges of technical information and discussions for the achievement of common or complementary objectives;
- b) work with the effect of standardizing the IT activities of the other administrative units.

Freedom of action

This refers to :

- a) work performed under the supervision of management or professional personnel;
- b) work defined, in view of the general priorities and objectives, and accomplished autonomously.

DAY CAMP COUNSELLOR

Nature of work

Under the supervision of the person in charge of the day camp, the employee of this employment class carries out and leads activities planned, organized and structured by the college.

Required qualifications

Schooling

To have a secondary school diploma (DES) or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class is in charge of and leads a group of people.

He helps with the development of activities and adapts the contents.

He takes attendance and ensures that the activities run smoothly by taking part in them and by making sure that the rules of conduct and safety are respected.

He sees to the good order of the material and premises where the activities take place.

He participates in the daily preparation and storage of the material and assists the team members.

He works with the directing staff and the other Day Camp Counsellors for the carrying out of his activities. If need be, he advises his superior of issues encountered and possible improvements to make.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

DENTAL HYGIENIST

Nature of work

The principal and customary work of the employee in this employment class consists in performing technical duties in the areas of preventive care and education, to provide therapeutic care and to promote oral health among patients at the college's dental clinic.

The employee may provide technical assistance to teaching personnel assigned to the college's dental clinic.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in dental hygiene or a diploma or attestation of studies recognized as equivalent by the competent authority.

Other requirement

Must be a member in good standing of the Ordre des hygiénistes dentaires du Québec.

Some characteristic duties

The employee in this employment class works to prevent mouth and tooth diseases and motivates patients to adopt good oral hygiene habits. He explains brushing and flossing techniques and gives personalized advice. He establishes individual preventive treatment plans.

The employee greets patients, opens files for new patients and records pertinent information. He takes x-rays; cleans teeth; removes tartar, stains and deposits from teeth, then applies fluoride.

The employee prepares instruments for sterilization and makes sure the office is aseptic at all times. He applies a substance that desensitizes such as varnish or adhesive cement and sculpts dental obturators, removes stitches, and applies temporary dressings, without drilling, when the pulp is not exposed. He gathers and groups information from pulp vitality tests.

He may seal pits and cracks and make models and supports.

In orthodontics, the employee may install braces, elastics and wires; following the treatment plan established by the dentist, he may make the necessary adjustments and may cement spacers.

In periodontics, the employee treats diseased gums, removes periodontal dressings and descales above and below the gum line, and polishes the exposed part of the root.

He is called upon to keep an inventory of specialized products and material required by the clinic and to process orders.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

DOCUMENTATION TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in performing technical tasks related to the organization and operation of documentation systems or documentation centres such as the library, the audio-visual library or the document management centre. He provides technical assistance to the professional personnel of the documentation centres and also to users of the centres.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class performs technical research and classification, catalogues documents, checks bibliographical details and prices and sees to the binding of periodicals and other documents. From time to time and within the framework of specific policies, he participates in the evaluation and sorting of the books and other documents of the documentation centres and verifies regularly the documentation inventory whatever the format.

He initiates clientele as to the technical aspect in the use of files and reference materials, assists them in their research, and develops and adapts tools facilitating the locating and distribution of information and documents. He ensures tracking of interlibrary loans.

He collaborates in programming of activities and provides support in facilitation and promotion of documentation centres. He participates in gathering external information, particularly by means of a technology watch.

He may participate in the development and in the revision of a standardized documentation system.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

DOMESTIC HELPER

Nature of work

The principal and customary work of the employee in this employment class involves the carrying out of minor domestic tasks related to the cleanliness of the assigned premises.

Required qualifications

No specific qualifications are required.

Some characteristic duties

The employee in this employment class dusts, cleans, washes and waxes the furniture and the woodwork; he vacuums the carpeting, sweeps the floors; he arranges light furniture; he empties the waste baskets; and he washes the windows and blackboards.

He sees that the premises and the equipment he uses are safe.

If need be, he performs any other related tasks.

ELECTRICIAN

Nature of work

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

Required qualifications

To have the legal and prescribed qualifications for this employment class¹.

Some characteristic duties

The employee in this employment class executes all installation and connection work, the detection and identification of malfunctions and the restoration, alteration, repair and maintenance of any electrical equipment, of conduction (for lighting, heating, air conditioning, ventilation and motor power purposes), communication, switching and transmission systems.

He makes periodic examinations of electrical circuits for preventive maintenance purposes.

He makes electrical entrances; he installs distribution panels and conducts, runs wires and makes the necessary connections. He sees that the premises and the equipment used are safe.

He checks the material inventory and, if needed, fills out purchase orders in order to have on hand the necessary material for his work.

He may be called upon to coordinate the work of other support personnel who are assigned to him.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

ELECTRICIAN, PRINCIPAL CLASS

Nature of work

The principal and customary work of the employee in this employment class consists in assuming responsibility for the electrical work and for carrying out the more complex tasks.

Required qualifications

To have the legal and prescribed qualifications for this employment class.¹

Some characteristic duties

The employee in this employment class generally performs the same duties as the electrician. However, because of his qualifications, he works more independently and carries out the more complex work.

He can participate in the development of certain projects and assume partial or full responsibility for tasks related to the renewal, modification or repair of the electrical installations. In this regard, he reads the plans, checks the specifications of the work to be carried out, performs this work or, if the work is contracted out, oversees the work with the specifications.

He fills out all required files and keeps them up to date. He sees that the premises and the equipment used are safe.

He checks the material inventory and, if needed, fills out purchase orders in order to have on hand the necessary material for his work.

He may be called upon to coordinate the work of the electricians and other support personnel who are assigned to him.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

ELECTRONICS TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in carrying out various technical duties related to the installation, alteration, maintenance and repair of systems, apparatus and instruments related to electronics, electromechanics, data processing and telecommunications.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class verifies the electronic, electromechanical and data processing equipment and apparatus of the college; he identifies defects and carries out the necessary repairs. He alters or combines apparatus to meet specific needs.

He installs, repairs or alters internal telecommunication or alarm systems and calibrates measurement instruments.

He performs the preventive maintenance, keeps the inventory of equipment and parts, fills out the purchase orders and records gathered data in reports.

He prepares diagrams and plans and specifications for work to be done. He may be called upon to supervise the quality of the work contracted out in the electronics field. He may also advise on the quality of the equipment and systems installed or to be purchased, and may provide technical assistance to users. He may be called upon to install the wiring of computer networks.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

EQUIPMENT MAINTENANCE MECHANIC

Nature of work

The principal and customary work of the employee in this employment class consists in carrying out various tasks related to the installation, maintenance, inspection, repair, adjustment and alteration of the machinery and mechanical equipment of the college.

Required qualifications

To have the legal and prescribed qualifications for this employment class.¹

Or

To have a diploma of vocational studies (DEP) in an appropriate specialty and have one (1) year of pertinent experience.

Some characteristic duties

The employee in this employment class moves and installs machinery. He uses sketches, models or plans and establishes the detailed sequences of operations to perform.

He sees to the preventive maintenance, inspection, repair and adjustment of machinery and tools, whether mechanical, electrical, hydraulic or pneumatic.

He checks the material inventory and, if needed, fills out purchase orders in order to have on hand the necessary material for his work.

He installs and repairs air lines and suction pipes. He controls and balances hydraulic systems. He sees that the premises and the equipment used are safe.

He may be called upon to coordinate the work of other support personnel who are assigned to him.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

GARDENER

Nature of work

The principal and customary work of the employee in this employment class consists in performing tasks related to the growing and upkeep of plants, inside as well as outside.

Required qualifications

To have, if needed, the legal and prescribed qualifications for this employment class¹.

And

To have a diploma of vocational studies (DEP) in an appropriate specialty for the employment class or an attestation of studies which is recognized as equivalent by the competent authority.

Or

To have two (2) years of pertinent experience.

Some characteristic duties

The employee in this employment class looks after plants by performing horticultural tasks. He prunes trees and seals the wounds with a protective coating. He picks up the dead leaves and other residues and disposes of them for composting or waste. He sees that the premises and the equipment used are safe.

He prepares the soil and fertilizes it, if needed; he pricks out and pots plants, does the planting and lays turf. He mows the lawn and performs landscaping work. He is called upon to drive tractors and other equipment.

He keeps the premises clean; stores and maintains the equipment and ensures the aeration and irrigation systems are in good working condition.

He checks the material inventory and, if needed, fills out purchase orders in order to have on hand the necessary material for his work.

He may be called upon to supervise outsourced earthworks or landscaping.

He may be called upon to use the information and communication technologies at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

GRAPHIC ARTS TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in conceiving and carrying out technical and artistic projects in the areas of applied and graphic arts, editing and multimedia and in giving technical assistance to the users.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class designs and carries out the college's graphic work, participates in the development of graphic standards of the corporate name and sees to their application.

He updates the college's Web site, modifies its appearance, adds or removes components, and creates pertinent hypertext links. He applies the Web site management and graphic development guidelines defined. He provides support to the departments and services for the purposes of introducing or amending site content as well as advice on the aspects related to the graphic presentation and animation.

He designs and carries out various technical and artistic work such as the graphic representation of plans and specifications related to construction and layout, the production of maps, the illustration, page make-up and layout of the college's publications, the artistic presentation and montage of audio-visual materials and the design of display and illustration models. He may be called upon to carry out technical tasks in the photography and image processing fields.

The graphic arts technician is called upon to draw up interior decoration or renovation plans, to prepare the necessary specifications and to help carry out these plans.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

HEAVY VEHICLE DRIVER

Nature of work

The principal and customary work of the employee in this employment class consists in driving a vehicle with a capacity of more than four thousand and five hundred (4,500) kg (net vehicle weight) to transport people, merchandise, and materials.

Required qualifications

To have a driver's licence in the appropriate class.

Other requirements

To know how to operate the main types of heavy vehicles.

To have basic knowledge of heavy vehicle mechanics and of the various preventive maintenance methods required.

Some characteristic duties

The employee in this employment class drives a heavy vehicle. He must keep his vehicle clean and in good driving condition. He performs the inspection of his vehicle or must have it performed by a third party, as frequently as instructed, and reports any defect noticed.

He keeps a route record and, if necessary, prepares brief reports concerning certain activities related to the performance of his duties. He uses delivery, receiving or shipping forms. He loads and unloads his vehicle in accordance with the existing safety standards.

He may be called upon to train new employees within his employment class.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

INFORMATION TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in carrying out various technical duties related to the gathering, selection, consolidation and distribution of information and preparation of the college's organizational and promotional documents.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class gathers, examines and selects information related to varied subjects in accordance with college's policies. He analyzes and consolidates documents; he participates in the drawing up of information and presents various data in tabular or graphical form.

He revises and improves some texts from the point of view of composition, syntax, and vocabulary and ensures their appropriate technical presentation.

In the field of desktop publishing and multimedia and in keeping with the pertinent techniques in the field, the employee in this employment class prepares the college's organizational or promotional documents such as articles, information bulletins, brochures, advertising materials, circulars, reports, hypermedia documents and multimedia presentations. He ensures their update.

He also ensures that the content in the college's Web site is updated.

He is called upon to participate in the staging of various organizational or promotional events and projects with respect to the planning, physical arrangements and follow-up of the activities.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

INTERPRETER

Nature of work

The principal and customary work of the employee in this employment class consists in doing simultaneous interpretation during classes and other activities related to student life, and in allowing interaction between deaf or hard-of-hearing students and the various people working with them.

Required qualifications

Schooling and experience

To have a diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority, and have at least two (2) years of experience in interpretation.

Other requirements

French sector

To have an excellent knowledge of the French language and the Quebec Sign Language (LSQ) and of the techniques related to oral interpretation.

English sector

To have an excellent knowledge of the English language and American Sign Language (ASL) and of the techniques related to oral interpretation.

Some characteristic duties

The employee in this employment class does simultaneous interpretation during classes and other activities related to student life using the different methods and communication languages normally used by deaf or hard-of-hearing students: LSQ (ASL), pidgin French, oralism or any other methods that can improve communication between deaf or hard-of-hearing students and people with good hearing; he finds appropriate ways of creating efficient communication. He contributes to the process of technical signs development and conservation.

He may have to interpret texts, help during information sessions for students, teaching staff and other people involved and write documents aimed at sensitizing people to the special needs of his clientele. He contributes to a better interaction between hard-of-hearing people and the various stakeholders in the community.

He is called upon to train less experienced interpreters and also coordinate the work of other workers involved in technical operations or programs for which he is responsible.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

KITCHEN GENERAL HELPER

Nature of work

The principal and customary work of the employee in this employment class consists in helping the cook and in serving customers.

Required qualifications

No specific qualifications are required.

Some characteristic duties

The employee of this employment class cleans and maintains, according to hygiene and security rules, the work premises, the food service material and equipment.

He participates in the preparation of food, divides them in portions and warms them up according to specific instructions.

He serves customers at the counter and may act as a cashier.

He handles food, receives it, stores it in its proper place and replenishes the vending machines.

If need be, he performs any other related tasks.

LABORATORY ATTENDANT

Nature of work

The principal and customary work of the employee in this employment class consists in assisting the teaching and technical personnel and students, by preparing and placing at their disposal the material needed for carrying out experiments and activities related to subjects taught, to sociocultural and sports activities and to audio-visual productions.

Required qualifications

Schooling

To have a secondary school diploma (DES) or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class carries out the duties of labelling, identifying, classifying, maintaining, repairing and adjusting laboratory supplies. He reports defective equipment he is unable to repair. He assembles, dismantles and puts back in place laboratory apparatus and instruments and places at the users' disposal all material required for laboratory sessions, for other academic activities or for sociocultural or sports activities.

He meets the usage and disposal standards of hazardous products in accordance with regulations in effect and ensures that the premises and equipment are safe.

He keeps an inventory of supplies, prepares purchase orders and, upon receipt of the material, he makes sure that it conforms to the requested specifications. He carries out the operations related to the distribution and return of equipment, apparatus and tools and, if necessary, explains their operation to users.

He may carry out the operations of connecting and switching needed for broadcasting and the production of audio-visual documents.

He may be called upon to collect entrance or rental fees.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

LABORATORY TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in assisting the teaching personnel in the preparation, presentation, supervision and evaluation of laboratory work, field work and workshops.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class provides support to students during laboratory, internship or workshop activities, in collaboration with the teachers, and performs the duties of a demonstrator, monitor and supervisor, as needed.

He participates in the choice of specialized devices, laboratory apparatus, tools, machines and instruments, assembles them, if necessary, makes sure they work properly and are rationally utilized and adapts them to particular needs. He carries out calibration, maintenance and repair tasks and sees to inventory maintenance and procurement of material. He ensures compliance with health and safety standards during their use, handling and storage.

He prepares and organizes the laboratories materially and checks that they are functional.

He participates in testing, experimentation or the development of new experiments.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

LABOURER

Nature of work

The principal and customary work of the employee in this employment class involves carrying out the upkeep and physical and preventive maintenance tasks as well as minor repair work. It also involves the transportation of merchandise, furniture and other material.

Required qualifications

No specific qualifications are required.

Some characteristic duties

The employee in this employment class performs tasks aimed at ensuring the cleanliness of the premises and the good working order of the equipment. He sweeps, vacuums, cleans and waxes, as the case may be, the carpets, walls, ceilings, floors, furniture and ventilation grills of various rooms, including washrooms and sports equipment rooms. He collects and disposes of rubbish and washes windows, both inside and outside; outside, he mows the lawn, spreads fertilizers, gathers and disposes of dead leaves, empties garbage cans, removes snow from the roofs, entrances, sidewalks and playing areas.

He replaces light bulbs, fluorescent lights and fuses; he removes, installs and stores double windows; in winter, he performs the spreading work necessary for the safety of the outdoor traffic areas.

He performs any minor repair work. He sees that the premises and the equipment used are safe.

If needed, he takes care of the swimming pools and surroundings such as cleaning out the swimming pool, maintenance of filters, tiles, walls, skimmer grids and strainers and other equipment. He regularly checks the diving boards, tests the pH of the water and its remaining chlorine and adds the appropriate products to obtain the required water quality.

Occasionally, he may help the qualified workman by handling heavy objects and materials, holding parts in a specific position, and by cleaning and providing the tools.

The labourer sets up and dismantles scaffoldings, moves furniture, puts up and takes down winter shelters, transports and stores goods and materials, and operates the required equipment.

He prepares classrooms and meeting rooms according to the requested layouts.

If need be, he performs any other related tasks.

LIGHT VEHICLE DRIVER

Nature of work

The principal and customary work of the employee in this employment class consists in driving a vehicle with a capacity of less than four thousand and five hundred (4,500) kg (net vehicle weight) to transport people, merchandise, and materials.

Required qualifications

To have a driver's licence in the appropriate class.

Other requirement

To have basic knowledge of light vehicle mechanics and of the various preventive maintenance methods.

Some characteristic duties

The employee in this employment class drives a light vehicle and may be called upon to operate a grooming machine.

He must keep his vehicle clean and in good driving condition. He performs the inspection of his vehicle or must have it performed by a third party, as frequently as instructed, and reports any defect noticed.

He keeps a route record and, if necessary, prepares brief reports concerning certain activities related to the performance of his duties. He uses delivery, receiving or shipping forms. He loads and unloads his vehicle in accordance with the existing safety standards.

He may be called upon to train new employees within his employment class.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

MECHANICAL PRODUCTION TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in carrying out various technical tasks for the production, installation, alteration, maintenance and repair of systems, apparatus, machine tools, and instruments related to mechanical and electromechanical devices and specialized equipment.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in an appropriate specialty or, a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class inspects the equipment and electromechanical and mechanical apparatus of the college; he identifies defects and produces, repairs, replaces or alters mechanical and electromechanical parts.

He installs, repairs, alters and calibers measurement instruments. He performs the preventive maintenance, keeps the inventory of equipment and parts and records data in reports.

He prepares diagrams, plans and specifications for work to be done. He may be called upon to supervise the quality of the work contracted out in the mechanical production field. He may advise on the quality of the apparatus and systems installed or to be purchased. He may provide technical assistance to users.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

OFFSET DUPLICATOR OPERATOR

Nature of work

The principal and customary work of the employee in this employment class consists in operating an offset duplicator as well as various machines used in the printing shop.

Required qualifications

Schooling and experience

To have a diploma of vocational studies in an appropriate specialty;

or

for candidates within the college, to have at least two (2) years of experience in the printing department; such experience must include the operation of various printing machines and training in offset duplicator operation.

Some characteristic duties

The employee in this employment class runs one or alternatively several offset duplicators depending on the number of copies to be made. He carries out the required printing work.

He also ensures the operation of the various machines used in the printing shop.

He gives his opinion on the typographical form to be used, the layout, the colour and the pagination.

He ensures the preparation of stencils and plates.

He sees to the maintenance of the various machines in the printing shop and when a breakdown occurs, he carries out the repairs that are within his skills. He is in charge of stationery stocks for his department; he makes out requisitions and carries out or helps to carry out inventories.

He may be called upon to train new offset duplicators in their work as well as to co-ordinate the work of support personnel.

If need be, he performs any other related tasks.

OFFSET DUPLICATOR OPERATOR, PRINCIPAL CLASS

Nature of work

The principal and customary work of the employee in this employment class consists in performing the duties of a team leader responsible for all the work done in a printing shop. As such, he must co-ordinate and control the work of the members of his team who are mainly offset duplicator operators. He must also work on an offset duplicator as well as on the various machines of the printing shop.

Required qualifications

Schooling and experience

To have a diploma of vocational studies in an appropriate specialty and have at least four (4) years of pertinent experience.

Some characteristic duties

The employee in this employment class organizes, coordinates and controls the work of the members of his team. He determines priorities, distributes work and checks the quantity and the quality of the work done.

In case of equipment breakdown or other abnormalities, he takes the necessary steps in order to keep production going.

He supervises the training of new employees and is responsible for the members of his team.

If need be, he performs any other related task.

PAINTER

Nature of work

The principal and customary work of the employee in this employment class consists in performing tasks such as painting, varnishing, staining and other similar work on furnishings and buildings.

Required qualifications

To have the legal and prescribed qualifications appropriate for this employment class¹.

Or

To have a diploma of vocational studies (DEP) in an appropriate specialty and have one (1) year of pertinent experience.

Some characteristic duties

The employee in this employment class performs work related to repairs and preparation of surfaces to be painted. He may fill in the joints of wall boards and repair cracks, prepare and mix paint, varnish and stain and cover surfaces with these substances.

He hangs paper or other types of coverings on walls.

He ensures cleaning and maintenance of the instruments and tools he uses and ensures that the premises and the equipment are safe.

He checks the material inventory and, if needed, fills out purchase orders in order to have on hand the necessary material for his work.

He may be called upon to coordinate the work of other support personnel who are assigned to him.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

PIPE MECHANIC

Nature of work

The principal and customary work of the employee in this employment class consists in the inspection, repair, maintenance, alteration and installation in the fields of plumbing, heating and chilling.

Required qualifications

To have the legal and prescribed qualifications for this employment class.¹

Some characteristic duties

The employee in this employment class installs, repairs or replaces the pipe connections. He connects the piping to the supply and discharge networks. He unplugs sanitation installations and ensures the proper maintenance of pipe connections, taps, valves and other accessories. He pierces or has openings pierced for pipes, builds plumbing networks and verifies their leak tightness.

He installs and repairs various heating networks, and chilling and cooking appliances. He cleans or has the tubing inside the boilers cleaned, performs any other work required for the regular and preventive maintenance of the installations, and ensures that the premises and the equipment are safe.

He can participate in the preparation of certain projects and subsequently reads the plans, verifies the specifications of the work to be performed, performs the work or, if it is contracted out, oversees it with the specifications. He completes all the registers required by his employment class.

He checks the material inventory and, if needed, fills out purchase orders in order to have on hand the necessary material for his work.

He may be called upon to coordinate the work of other support personnel who are assigned to him.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

PREVENTION AND SECURITY OFFICER

Nature of work

The principal and customary work of the employee in this employment class consists in coordinating the work duties of a team of security attendants and in carrying out the more complex security tasks. He ensures the safety and security of people and property by responding appropriately to the different situations and contributes to a safe educational and work environment. He responds as a resource person in prevention or during events or incidents.

Required qualifications

Schooling and experience

To have an attestation of vocational studies (AEC) in an appropriate specialty or an attestation of studies which is recognized as equivalent by the competent authority and have at least two (2) years of pertinent experience.

Other requirements

To have the legal and prescribed qualifications for this employment class¹ and have a valid certificate in first aid.

Some characteristic duties

The employee in this employment class coordinates the work of the team of security attendants assigned to him, distributes work and gives his opinion on the quality of the tasks carried out.

He operates the remote surveillance system, checks the alarm system and the antitheft systems and responds to fire alarms or other emergencies. From the surveillance centre, he observes people's whereabouts. He informs them about the regulations in force, enforces the regulations, provides them with other information and, if necessary, advises them or directs them to the right location. He detects undesirables, intercepts them and turns them away.

He collaborates in the drafting, updating and application of the emergency plans. When a situation necessitates giving first aid, he determines the response protocol and uses the required material, or if necessary, calls upon external organizations.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

He performs regular inspection rounds of the protection systems. He notes and records the risks, the hazards and anything that can cause damage to the equipment or the buildings, and transmits his written observations and recommendations to his superior. He is responsible for the application of the fire prevention plan.

He investigates when incidents occur, drafts the reports, analyzes the causes, recommends corrective or preventive actions and ensures follow-up until the file is closed.

He is called upon to compile data in order to produce statistical reports useful to prevention and to the safety and security of people and property.

He enforces the parking procedures and sees that all the related tasks are carried out.

He is called upon to participate in the preparation, coordination and performance of sensitization and training programs with the aim of promoting the safety and security of people and property and creating community relations.

He is called upon to train new employees in his employment class and the Security Attendants.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

RECREATIONAL ACTIVITIES TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in organizing sociocultural or sports activities for the students, either as a complement to certain educational programs or as recreation itself.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class participates in the preparation of programs and in their implementation by means of sociocultural and sports activities. He contributes to the development of social and community commitment.

He is called upon to use facilitator techniques in order to assist groups in organizing activities. He participates in the choice of the activities, and implements and reviews them.

He guides and coaches the students in planning, organizing, facilitating and evaluating intramural or intercollegiate activities. He recommends and participates in the selection of equipment and material that the college makes available to groups and ensures it is properly used.

He contributes to the writing and distribution of information to foster student participation.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

RESIDENCE CARETAKER

Nature of work

The principal and customary work of the employee in this employment class consists in carrying out the upkeep and physical and preventive maintenance of the residences and their furnishings. It also involves student supervision.

Required qualifications

Schooling

To have a secondary school diploma (DES) or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee of this employment class carries out the tasks stated in the characteristic duties of the labourer.

He supervises the whereabouts of people in the premises and makes sure the premises are secured against fire, theft, vandalism and undesirables.

He may be called upon to rent the apartments, collect the rents, distribute and retrieve the keys, deliver mail, and keep up to date the inventory and rental register related to the residence activities.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

SECURITY ATTENDANT

Nature of work

The principal and customary work of the employee in this employment class consists in ensuring the safety of the people on the premises of the college and the surveillance of the property goods.

Required qualifications

Schooling and experience

To have a secondary school diploma (DES) or a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have at least one (1) year of pertinent experience.

Other requirements

To have the legal and prescribed qualifications for this employment class¹ and have a valid certificate in first aid.

Some characteristic duties

The employee in this employment class carries out preventive supervision by informing students about the regulations in force. He makes sure that student activities take place correctly. He intervenes when people infringe the rules and records the facts related to these events in the register provided for this purpose. He informs people, guides them or accompanies them to the right location. On the surveillance camera console, he monitors people's whereabouts, detects suspicious behaviour, intervenes preventively and, if necessary, turns away undesirables. He answers telephone calls, takes and transmits messages and documents entrusted to him.

In case of emergency, he applies the plan according to information provided and administers first aid.

He makes periodical inspection rounds and reports in writing to his superior anything that might involve risks or damage to property. He locks and unlocks doors and windows and makes sure that the lighting system is used in accordance with instructions.

He participates in surveillance and other activities related to parking. He collaborates in inquiries following problematic events and writes a report to his superior.

He operates the terminal of the surveillance cameras, the alarm system and anti-theft devices. He makes sure that the fire extinguishers and emergency devices work properly and uses them, if necessary.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

SOCIAL WORK TECHNICIAN

Nature of work

The principal and customary role of the employee in this employment class consists in performing technical work in prevention and individual or collective assistance for students with personal difficulties.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in an appropriate specialty or, a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class provides students with intervention, prevention and referral services with professionals to respond to specific problems.

He meets students individually or in groups to inform them and raise awareness about subjects related to finding a balanced student life. He detects and helps students who are experiencing problematic personal situations.

Together with the student, and in collaboration with the multidisciplinary team, he participates in the preparation and writing of the intervention plan; he selects measures to be taken to achieve the objectives determined in the intervention plan, prepares his action plan and applies these measures; he evaluates achievement of the objectives and participates in the evaluation of the plan.

He synthesizes data of problems submitted to him in order to make an evaluation and suggest solutions. He notes his observations and interventions, establishes files and keeps them up to date.

He participates in the development of socio-educational activity programs within a school integration and retention perspective. He uses facilitation techniques in order to assist groups in organizing themselves and implementing activities aimed at developing significant relationships. He integrates into the student's spaces and everyday lives.

He sensitizes the college community to students' social problems.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

SOCIOCULTURAL OR SPORTS ACTIVITIES COUNSELLOR

Nature of work

The principal and customary work of the employee in this employment class consists in accompanying and guiding, during sociocultural or sports activities, various youth or adult groups.

Required qualifications

Schooling

To have a secondary school diploma (DES) or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Other requirement

To have, if needed, the legal and prescribed qualifications for this employment class¹.

Some characteristic duties

The employee in this employment class chooses and leads various sociocultural or sports activities based on different themes. He leads swimming activities for groups of different levels within recognized programs.

He takes attendance, ensures the users' safety by, among other things, locking and unlocking doors and reports any problem, accident or anomaly to his superior.

He places the equipment at the disposal of the users and puts it back in storage. He writes various reports.

He may be called upon to accompany groups during college or civil events such as practices, competitions, tournaments or shows.

He may help another person in the same employment class or assist a Sociocultural or Sports Activities Leader.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

SOCIOCULTURAL OR SPORTS ACTIVITIES LEADER

Nature of work

The principal and customary work of the employee in this employment class consists in leading sociocultural or sports activities.

Required qualifications

Schooling

To have a secondary school diploma (DES) or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Other requirements

To have, if needed, the legal and prescribed qualifications for this employment class¹ or to have a certificate issued by a sports federation or association;

Or

To have at least twenty-five (25) hours of pertinent experience (if no certification is required).

Some characteristic duties

The employee in this employment class leads one or more sociocultural or sports activities by following a specific work plan which contains the set of necessary elements to undertake. He is also called upon to participate in the development of an annual or biannual activity plan.

In the field of physical conditioning, at the beginning of the program, he makes sure that the user meets the required conditions in order to be able to follow the activity, he prepares training programs that will meet the users' expectations and goals, and advises them during their training.

He takes attendance, ensures the users' safety and reports any problem, accident or anomaly to his superior. He places the equipment at the disposal of the users and puts it back in storage; he writes various reports.

He may be called upon to accompany groups during college or civil events such as practices, competitions, tournaments or shows.

He may also provide counsellors with training in lifesaving offered by organizations recognized under the laws and regulations.

He may be called upon to coordinate the work of other support personnel involved in the activities for which he is responsible.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

SPECIAL EDUCATION TECHNICIAN

Nature of work

The principal and customary role of the employee in this employment class consists, in collaboration with the multidisciplinary team, in applying special education techniques and methods within the context of an intervention plan or, a program intended for students requiring special support.

Required qualifications

Schooling

To have a diploma of college studies (DEC) in an appropriate specialty or, a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

Together with the student, and in collaboration with the multidisciplinary team, the employee in this employment class participates in the preparation and writing of the intervention plan; he selects measures to be taken to achieve the objectives determined in the intervention plan, prepares his action plan and applies these measures; he evaluates achievement of the objectives and participates in the evaluation of the plan.

He supports the student in his learning and in certain activities according to his competencies; he develops and adapts the necessary tools for his interventions and uses communication techniques adapted to their needs.

He observes the situation and intervenes with students in reaction to their environment and provides them with a helping relationship; in a crisis, he uses intervention techniques that can favour the restoration of calm and order; he coaches them in their behaviour modification process; he supports the teacher to favour an environment conducive to learning.

He records his observations and interventions, keeps records and writes reports.

He meets the students and the personnel concerned to sensitize, advise and inform them and provide them with the relevant documentation and referrals. If necessary, he communicates with external organizations.

He is called upon to coordinate the work of support personnel involved in programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

STATIONARY ENGINEER

Nature of work

The principal and customary work of the employee in this employment class consists of seeing to the operation of the heating, ventilation, air conditioning and automatic regulation in order to maintain optimum operating conditions and obtain the best energy performance from the equipment.

Required qualifications

To have the appropriate legal and prescribed qualifications¹ for the installations operated under his responsibility.

Some characteristic duties

The employee in this employment class performs the work required, depending on the types of installations and his qualification certificates, to comply with the law and the regulations that apply to the equipment operated under his responsibility.

He carries out controls and measurements for preventive maintenance purposes and for the users' comfort. He sees that the premises and the equipment used are safe.

He checks the material inventory and, if needed, fills out purchase orders in order to have on hand the necessary material for his work.

As a team leader, he is called upon to coordinate the work of stationary engineers, distributes the work, and verifies that it is performed correctly.

As a stationary engineer, he may be called upon to collaborate to the training of stationary engineer helpers.

He may be called upon to use the information technology and communication tools at his disposal in relation to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

STOREKEEPER, CLASS II

Nature of work

The principal and customary work of the employee in this employment class consists in performing various tasks related to the operation of a store or a warehouse.

Required qualifications

Schooling

To have a secondary school diploma (DES) or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class prepares the supplies in the store for distribution; he distributes them and makes sure that they are returned. He records the movement of supplies according to established procedures.

When new supplies are delivered, he identifies and stores them.

He records any defect in the supplies and makes a report of it to his superior. He cooperates in the maintenance and minor repairs required.

He participates in the inventory count according to the procedures established.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

STOREKEEPER, CLASS I

Nature of work

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

Required qualifications

Schooling and experience

To have a secondary school diploma (DES) or a diploma or an attestation of studies which is recognized as equivalent by the competent authority, and have two (2) years of pertinent experience.

Some characteristic duties

The employee in this employment class coordinates the decentralized or centralized operations of stores. He is responsible for the receiving, storing and delivery of merchandise. He lends instruments, tools, devices and material and sees that they are returned.

He sees that the merchandise received conforms to the order forms; he signs receipts and other documents and makes a note of damaged and lost merchandise; he records details of the merchandise received, sees that it is stored according to the standards on handling and storing hazardous material and affixes identification tags, if necessary.

He delivers supplies from the store and prepares necessary purchase orders for replacements. Periodically, he takes a complete inventory and sees that his stock conforms to the record book and issues his reports.

He carries out minor repairs and maintenance and sees that major repairs are being made.

He may be called upon to coordinate the work of support personnel involved in activities for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

SWIMMING POOL SUPERVISOR

Nature of work

The principal and customary work of the employee in this employment class consists, when courses or other activities take place in the college's swimming pool, in looking after the users and in giving them any help in case of danger.

Required qualifications

Training

To have the legal and prescribed qualifications for this employment class.¹

Some characteristic duties

The employee in this employment class sees that the safety rules are observed in the swimming pool; he makes sure that the number of users present is in conformity with the regulations, that no dangerous objects are in the swimming pool and that the pool edges are free.

The swimming pool supervisor rescues people in danger according to acknowledged techniques, revives them if needed and administers them first aid. He evacuates the users and prohibits access to the pool whenever he judges that the safety cannot be assured.

He makes sure that safety equipment such as poles, buoys and first-aid kits is complete and in good order; he writes down any observations pertinent to the equipment in an appropriate book; he upkeep the filter equipment.

He may be called upon to check the water temperature, to test the pH and chlorine levels and to add all necessary chemicals in order to obtain the required quality.

He informs the users of the safety regulations and, if needed, gives explanations on certain specific aspects. Among other things, he makes reports on the quality of the water, accidents and the observance of the regulations.

He may hold the keys of the pool premises and, consequently, lock and unlock doors and fences. He may be responsible for the maintenance and cleaning of the pool and its premises or perform such duties himself.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

¹ As described in the document entitled: List of Legal and Prescribed Qualifications.

TEST BED TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in the operation, maintenance and alteration of engine test beds in the aeronautics field according to the standards established by the manufacturers and by Transport Canada.

Required qualifications

Schooling and experience

To have a diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have five (5) years of pertinent experience.

Other requirements

To have an extensive knowledge of piston engine and aircraft gas turbine engine physics and of the necessary parameters to analyze the performance.

To know the operation of computers related to power units.

To know the methods of calibrating test bed instrumentation and be able to identify operating problems.

To know the technology and operation of aircraft engine propellers and their control systems.

To have a general knowledge of the following various specialties: electricity, electronics, instrumentation, hydraulics, pneumatics, sheet metal, welding, plumbing, painting, drawing, fibreglass and plastic moulding.

To know the Transport Canada's technical regulations related to the maintenance and repair of aircraft engines as well as the safety measures required for the use and operation of the test beds with aircraft power units.

Some characteristic duties

The employee in this employment class analyzes the design and operation of aircraft power unit test beds in order to suggest modifications and improvements. He carries out the required alterations.

He detects technical problems related to test beds, and feed and maintenance systems.

He identifies engine problems and corrects defects according to manufacturer standards.

He assists the teaching staff during the test beds courses.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them.

He uses information technology and communication tools at his disposal related to the work to be done.

If need be, he performs any other related tasks.

TRADES HELPER

Nature of work

The principal and customary work of the employee in this employment class involves the carrying out of various tasks to help qualified workers.

Required qualifications

No specific qualifications are required.

Some characteristic duties

The employee in this employment class carries out various tasks to help qualified workers. He prepares and handles heavy material and objects, sets up and dismantles scaffoldings, holds parts in a specific position, cleans and provides required tools, prepares surfaces and maintains a safe environment for the qualified worker.

He carries out minor equipment and building repairs that do not require performance by a qualified worker.

He moves furniture, merchandise or material by operating the required equipment for the tasks to be done.

If need be, he performs any other related tasks.

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