

CLASSIFICATION PLAN

- **TECHNICAL AND PARATECHNICAL SUPPORT POSITIONS**
- **ADMINISTRATIVE SUPPORT POSITIONS**
- **LABOUR SUPPORT POSITIONS**

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

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GENERAL PROVISIONS

1. DEFINITIONS

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

Class of employment

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

2. APPLICATION OF THE PLAN

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

2.1 Nature of the work

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

2.2 Characteristic functions

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

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

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

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

3. REQUIRED QUALIFICATIONS

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

3.1 Training

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

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

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

3.2 Experience

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

3.3 Other requirements

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

CONTENT OF THE CLASSIFICATION PLAN

The Classification Plan consists of the following 77 classes of employment:

CATEGORY I TECHNICAL AND PARATECHNICAL SUPPORT POSITIONS

Subcategory I-1 (Technical support positions)

- 21 classes of employment numbered from I.1.1 to I.1.21

Subcategory I-2 (Paratechnical support positions)

- 12 classes of employment numbered from I.2.1 to I.2.12

CATEGORY II ADMINISTRATIVE SUPPORT POSITIONS

- 12 classes of employment numbered from II.0.1 to II.0.12

CATEGORY III LABOUR SUPPORT POSITIONS

Subcategory III-1 (Qualified workman positions)

- 16 classes of employment numbered from III.1.1 to III.1.16

Subcategory III-2 (Maintenance and service labour support positions)

- 16 classes of employment numbered from III.2.1 to III.2.16

I- TECHNICAL AND PARATECHNICAL SUPPORT POSITIONS

I - DEFINITION OF THE CATEGORY OF TECHNICAL SUPPORT POSITIONS

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

This category is divided into two (2) subcategories:

- I.1 The subcategory of technical support positions for which college training is required.
- I.2 The subcategory of paratechnical support positions which are in line with technical support positions and for which secondary school training is required.

I.1 DEFINITION OF THE SUBCATEGORY OF TECHNICAL SUPPORT POSITIONS

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

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

- I.1.1 NURSE
- I.1.2 PERSON-IN-CHARGE OF A DAY CARE SERVICE
- I.1.3 INTERPRETER-TECHNICIAN
- I.1.4 SOCIAL WORK TECHNICIAN
- I.1.5 LABORATORY TECHNICIAN
- I.1.6 ADMINISTRATION TECHNICIAN
- I.1.7 GRAPHIC ARTS TECHNICIAN
- I.1.8 AUDIOVISUAL TECHNICIAN
- I.1.9 BUILDING TECHNICIAN
- I.1.10 DOCUMENTATION TECHNICIAN
- I.1.11 BRAILLE TECHNICIAN
- I.1.12 SPECIAL EDUCATION TECHNICIAN
- I.1.13 ELECTRONICS TECHNICIAN
- I.1.14 VOCATIONAL TRAINING TECHNICIAN
- I.1.15 FOOD MANAGEMENT TECHNICIAN
- I.1.16 DATA PROCESSING TECHNICIAN

I.1.17 DATA PROCESSING TECHNICIAN, PRINCIPAL CLASS

I.1.18 RECREATIONAL ACTIVITIES TECHNICIAN

I.1.19 SCHOOL ORGANIZATION TECHNICIAN

I.1.20 PSYCHOMETRY TECHNICIAN

I.1.21 SCHOOL TRANSPORTATION TECHNICIAN

I.1.1 NURSE

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

Required qualifications

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

I.1.2 PERSON-IN-CHARGE OF A DAY CARE SERVICE

Nature of the work

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

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

Characteristic functions

As regards the organization and operation of the day care service, in addition to the characteristic functions of a day care service educator, an employee in this class of employment works, with the school administration, on planning, developing and evaluating the program of activities in keeping with the educational project of the school and ensures that it is implemented.

He or she makes suggestions and recommendations concerning the updating of the operating rules of the day care service. He or she informs the parents and students of the rules established.

He or she carries out the admission and registration of students and sets up the necessary procedure in this regard.

He or she keeps and updates student attendance records.

He or she ensures that the rules of conduct and safety measures are observed.

He or she ensures communication between parents and the school administration, between the day care service and various internal departments and outside organizations. He or she forwards any request, complaint or suggestion to the competent authority.

He or she prepares and chairs information meetings intended for parents concerning the organization and operation of the day care service.

As regards the management of financial resources, the employee assists the school administration in determining budgetary forecasts according to the procedure established. He or she prepares bills, collects monies and makes deposits. He or she makes various payments and keeps a petty cash. He or she monitors the service's budget and reconciles accounts. He or she completes various forms. He or she conveys any information on budget balance.

As regards the management of human resources, he or she participates in determining staffing needs. He or she determines the work schedules, as needed. He or she coordinates the work carried out by support staff concerning the implementation of the program of activities and may be required to train new persons-in-charge of a day care service. He or she prepares and chairs meetings of the service. He or she records staff attendance, verifies the statement of hours worked and carries out the necessary measures for replacing absent staff.

As regards the management of material resources, he or she participates in the physical and material organization of the day care service. He or she recommends purchases and proceeds with the purchase of material and equipment according to the terms and conditions established.

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

Required qualifications

Schooling

Hold a diploma of college studies in early childhood education or a diploma or an attestation of studies recognized as equivalent by the competent authority.

Other requirements

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

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

I.1.3 INTERPRETER-TECHNICIAN

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

Required qualifications

Schooling and experience

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

Other requirements

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

I.1.4 SOCIAL WORK TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in providing assistance with the application of social aid techniques in order to help the student who experiences problems such as absenteeism, behavioural difficulties or family problems.

Characteristic functions

The employee in this class of employment uses inquiries or information gathered from school staff, the school board and the student or his or her family to organize and synthesize the data on a problem referred to him or her in order to evaluate the problem and to find solutions. He or she works with multidisciplinary committees to study the case in order to determine the appropriate solutions. He or she evaluates the results and, if need be, helps and provides counsel in applying the solutions.

The employee maintains regular contacts with various bodies of the school board and with external bodies to obtain needed information and appropriate services or to be able to refer to the appropriate bodies those cases which are not under the jurisdiction of the school board. He or she works, as needed, with the Youth Court in preparing presentence reports and, when necessary, acts as a witness.

In the context of specific projects, he or she may be required to prepare and establish, alone or with others, an intervention plan and see to its implementation mainly through the use of support techniques and environmental changes.

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

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

Required qualifications

Schooling

Hold a diploma of college studies in social service or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.5 LABORATORY TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in assisting teachers in preparing, presenting, supervising and evaluating laboratory work, fieldwork and workshops.

Characteristic functions

The employee in this class of employment performs the duties of a demonstrator, monitor, instructor and tutor, as needed.

He or she prepares the materials required for laboratory sessions, workshops or fieldwork; he or she participates in choosing the apparatus, tools, machines and instruments, assembles them, as needed, and ensures their proper operation and rational use. He or she studies the operation and use of the apparatus so as to adapt it to particular needs; he or she must calibrate, upkeep and repair the apparatus as well as certain laboratory electromechanical tools and instruments. He or she keeps the material inventory and prepares purchase orders.

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

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

Required qualifications

Schooling

Hold a diploma of college studies in a technique appropriate for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.6 ADMINISTRATION TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in performing various technical tasks related to the management of human and financial resources, organization of work, communications and publicity, development and implementation of standards concerning student transportation, furniture and equipment as well as performing various tasks of an administrative nature in order to ensure smooth operations. As part of his or her duties, the administration technician may assist professionals.

Characteristic functions

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

In the area of financial resources management, the employee collects, analyzes and prepares files or information for the purpose of determining budget and purchasing needs. He or she makes the appropriate recommendations.

In the area of the scientific organization of work, the employee collects data related to administrative methods and procedures; he or she writes a complete description of the method or procedure involved and breaks the operation down into its component parts using conventional symbols; for this purpose, he or she uses appropriate techniques such as time and motion studies and instantaneous observation methods; he or she illustrates the required data in graph form, by means of diagrams or in any other form appropriate to the analysis conducted; he or she collects and records various information dealing with the layout of premises and material, using recognized techniques.

In the area of furniture and equipment, the employee participates in drafting descriptions of standards based on field studies, inventories and analyses of various data; he or she evaluates the features of new products, appraises manufacturing methods and reliability and detects any possible defects; he or she draws up specifications, if need be, and makes recommendations concerning materials and equipment and recommends approval; he or she works with others to analyze furniture and equipment requirements and collects all pertinent information in this regard; he or she ensures that the furniture and equipment requested correspond to established standards; he or she may supervise and monitor the installation of equipment.

Furthermore, the employee performs various administrative work for those responsible for administrative units; for this purpose, he or she collects and prepares data or information so as to convey to the bodies concerned administrative requirements in terms of budgets, purchases, human resources, premises and student transportation; he or she sees that the bodies responsible for these areas are so informed and, if necessary, he or she acts as representative of his or her department with the bodies; he or she may attend meetings to report to management staff any difficulty that may adversely affect good administration; he or she may also be asked to act as secretary for various administrative committees.

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

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

Required qualifications

Schooling

Hold a diploma of college studies in business administration with an option appropriate for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.7 GRAPHIC ARTS TECHNICIAN

Nature of the work

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

Characteristic functions

Using appropriate techniques, the employee in this class of employment carries out technical and artistic work such as illustration, layout and material presentation of school board publications, artwork and audiovisual documents, forms design and map or card production. Among his or her functions, he or she specifies the printing methods, typeface and layout. He or she corrects proofs, evaluates and monitors, if necessary, printing jobs.

He or she may prepare drawings and specifications for construction, interior design and renovation projects and participate in their completion.

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

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

Required qualifications

Schooling

Hold a diploma of college studies in graphic design or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.8 AUDIOVISUAL TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in providing technical assistance to various departments of the school board or the school by participating in the selection of audiovisual equipment and instruments or other material and ensuring the proper operation and rational use. Also, he or she may, in this class of employment, carry out a variety of technical duties in the area of audiovisual production.

Characteristic functions

The employee in this class of employment participates in the selection of new apparatus by testing and appraising it; he or she may work with others on preparing specifications when purchasing materials.

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

He or she periodically inspects the equipment and material used in the audiovisual field and conducts the necessary repairs on any defect detected.

He or she may also monitor the distribution and return of audiovisual equipment or other equipment.

If necessary, he or she oversees the inventory of material and prepares requisitions.

He or she performs the duties of a demonstrator, a monitor or an instructor, as needed.

In the area of audiovisual production, the employee is responsible for script, shooting, sound recording, lighting, editing, recording and lettering. He or she carries out the connecting and switching operations necessary for the broadcasting, retaping and recording of audiovisual documents. He or she may work as a technician responsible for a television recording session. He or she may also work as a photographer.

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

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

Required qualifications

Schooling

Hold a diploma of college studies in electronics (audiovisual equipment) or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.9 BUILDING TECHNICIAN

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

Required qualifications

Schooling

Hold a diploma of college studies in building systems technology or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.10 DOCUMENTATION TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in performing technical tasks related to the organization and operation of one or more documentation centres: libraries, audiovisual centres, document management centres. The employee in this class of employment may provide technical help to professionals assigned to the documentation centre as well as to users.

Characteristic functions

The employee in this class of employment is required to carry out technical work related to research and classification, catalogue documents, verify bibliographical details and prices in commercial catalogues and publishers' lists, monitor payments and subscription renewals and oversee the binding of periodicals and other documents. From time to time and in keeping with specific policies, he or she participates in the evaluation and selection of books and other documents of the documentation centre.

The employee initiates the clientele to the technical aspects of card indexes and reference materials and may direct the clientele toward the appropriate sections of the documentation centre.

In a documentation or document management centre, the employee draws up procedures, as specified by the applicable laws, in areas such as filing, preservation, disposal, microfilming, loan and circulation of documents.

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

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

Required qualifications

Schooling

Hold a diploma of college studies in information and library technologies or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.11 BRAILLE TECHNICIAN

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

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

Required qualifications

Schooling

Hold a diploma of college studies in a specialty appropriate for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

Other requirements

1. a) knowledge of the French and English unabridged braille
b) knowledge of the abridged braille, 1st and 2nd degrees, French and English
2. knowledge of mathematical and scientific braille
3. knowledge of the Nemeth code.

I.1.12 SPECIAL EDUCATION TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in working with psychoeducators, teachers and other professionals in applying special education techniques and methods in therapeutic programs for students experiencing social maladjustments or learning disabilities who need special attention.

Characteristic functions

The employee in this class of employment participates in developing programs and student activities such as sports, recreational and cultural activities as well as corporal and creative expression activities for students with social maladjustments or learning disabilities.

The employee applies and adapts, as needed, reeducation techniques and methods in the care, supervision, group life, recreation and other educational activities of students in the youth sector under his or her responsibility. He or she organizes and conducts activities, helps and counsels students, studies their behaviour and prepares progress reports. He or she participates in case discussions, in keeping case files, in evaluating results and in determining the necessary corrective measures.

He or she may work with others on determining and conducting other educational activities of the school board such as the organization and supervision of on-the-job training for students with social maladjustments or learning disabilities.

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

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

Required qualifications

Schooling

Hold a diploma of college studies in special care counselling or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.13 ELECTRONICS TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in carrying out various technical duties related to the maintenance, calibrating, repair, conversion and installation of systems, equipment, instruments and electronic and electromechanic devices; his or her role also includes modifying office systems, peripheral equipment and telecommunication equipment.

Characteristic functions

The employee in this class of employment inspects the electronic and electromechanical equipment of the school board; he or she detects and repairs defects using electronic tooling; he or she repairs, replaces or modifies miniaturized circuits; he or she modifies or combines equipment to meet specific needs; he or she chooses the parts to be used and orders them, as needed, while taking into account the cost and performance of the equipment.

He or she installs, repairs or modifies internal communication or alarm systems such as interphones and antitheft device systems.

He or she also installs, repairs or modifies office systems and peripheral equipment such as monitors, printers or telecommunication equipment so as to adapt them to particular needs.

He or she upkeeps, repairs, modifies and installs measurement instruments by performing calibrating, alignment and adjustment tasks.

He or she prepares drawings and specifications of the work to be done, as needed.

He or she may be required to supervise and monitor the quality of the work contracted out in the electronics field.

He or she may also advise on the quality of the equipment and systems in place or to be bought by conducting tests or preparing specifications.

He or she keeps the tools he or she uses in good condition.

He or she keeps an inventory of the parts in the workshop and prepares reports on equipment maintenance and repair.

As part of his or her duties, he or she may provide technical assistance to users.

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

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

Required qualifications

Schooling

Hold a diploma of college studies in electronics or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.14 VOCATIONAL TRAINING TECHNICIAN

Nature of the work

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

Characteristic functions

The employee in this class of employment acts, as needed, as demonstrator, monitor, instructor and tutor.

He or she conducts demonstrations of practical work requiring the use, operation and maintenance of machinery, trucks, tools, instruments and accessories.

He or she sets the example and makes sure that the safety rules are observed, particularly when handling certain materials such as dynamite.

He or she uses audiovisual methods, animation techniques or other means, particularly for the theoretical aspects of various fields.

In addition to his or her duties as a demonstrator, the employee keeps the equipment and tools used in good condition and, for this purpose, carries out inspections, maintenance and repairs, as needed.

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

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

Required qualifications

Schooling and experience

Hold a diploma of college studies in a technique appropriate for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OR

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

OR

In the field of agriculture: have five (5) years of experience preferably as an operator or in any other capacity which permitted the candidate to acquire sufficient knowledge of farming operations.

Other qualifications

Hold a driver's licence in the appropriate category.

I.1.15 FOOD MANAGEMENT TECHNICIAN

Nature of the work

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

Characteristic functions

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

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

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

He or she participates in monitoring income and expenses.

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

He or she verifies purchase orders, time sheets, inventory as well as various reports concerning grants.

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

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

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

Required qualifications

Schooling

Hold a diploma of college studies in food service management or dietetics or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.16 DATA PROCESSING TECHNICIAN

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

He or she may oversee computer-related work.

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

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

Required qualifications

Schooling

Hold a diploma of college studies in computer science technology (administrative data processing) or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.17 DATA PROCESSING TECHNICIAN, PRINCIPAL CLASS

Nature of the work

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

Characteristic functions

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

This class also includes employees who principally and customarily carry out highly specialized technical work of a complex nature¹ and for which a sense of creativity² and a freedom of action³ are required of these employees.

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

Required qualifications

Schooling and experience

Hold a diploma of college studies in computer science technology (administrative data processing) or a diploma or an attestation of studies recognized as equivalent by the competent authority and have four (4) years of pertinent experience.

¹ Complexity of work

This refers to:

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

² Creativity

This refers to:

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

³ Freedom of action

This refers to:

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

I.1.18 RECREATIONAL ACTIVITIES TECHNICIAN

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

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

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

Required qualifications

Schooling

Hold a diploma of college studies in community recreation leadership training or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.19 SCHOOL ORGANIZATION TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in developing, adapting and applying techniques and procedures regarding the organization and delivery of educational activities in the following areas: registration and admission of students, scheduling, performance evaluation (examinations), student absences and late arrivals, teacher absences and substitution.

Characteristic functions

The employee in this class of employment prepares the forms needed for the registration and admission of students and is responsible for compiling the resulting statistics.

He or she prepares student departure forms and forwards them to those concerned.

He or she fine-tunes and applies appropriate techniques related to the schedules of students, teachers and specialists and to the use of premises.

He or she participates in scheduling and organizing examinations and other forms of evaluation. In particular, he or she applies the procedures for registering students for the examinations of the Ministère de l'Éducation.

He or she may be responsible for developing and implementing appropriate techniques concerning student late arrivals and absences as well as teacher substitution.

He or she may provide technical assistance to other technicians and to the administration of the schools of the school board.

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

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

Required qualifications

Schooling

Hold a diploma of college studies in business administration or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.20 PSYCHOMETRY TECHNICIAN

Nature of the work

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

Characteristic functions

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

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

He or she takes part in multidisciplinary committees to find solutions and treatment for special cases.

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

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

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

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

Required qualifications

Schooling

Hold a diploma of college studies in research and survey techniques or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.1.21 SCHOOL TRANSPORTATION TECHNICIAN

Nature of the work

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

Characteristic functions

The employee in this class of employment sets up bus circuits based on student and course data while taking into account municipal regulations, student safety and costs; he or she traces or has the circuits traced on topographic maps.

He or she programs the transportation schedules and, to do so, collects or has collected in the departments concerned the course data, the list of students and their place of residence; he or she compiles, analyzes and summarizes the data.

He or she prepares or participates in preparing contracts and bids and draws up transportation regulations concerning contractors, bus drivers and students.

He or she participates in preparing budgetary estimates.

He or she may organize information sessions for teachers, students, parents and bus drivers.

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

He or she contacts municipal authorities, police forces or other departments of the school board to discuss matters within his or her competence.

He or she may oversee the issue of passes.

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

He or she may take part in the training of bus drivers.

He or she keeps a record of the manner in which contractors carry out their obligations.

In addition, he or she may perform some or all of the duties of the school transportation inspector.

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

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

Required qualifications

Schooling

Hold a diploma of college studies in transportation logistics or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.2 DEFINITION OF THE SUBCATEGORY OF PARATECHNICAL SUPPORT POSITIONS

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

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

- I.2.1 LABORATORY ATTENDANT
- I.2.2 DAY CARE SERVICE EDUCATOR
- I.2.3 NURSING ASSISTANT (OR THOSE POSSESSING A DIPLOMA IN HEALTH, ASSISTANCE AND NURSING CARE)
- I.2.4 SCHOOL TRANSPORTATION INSPECTOR
- I.2.5 OFFSET DUPLICATOR OPERATOR
- I.2.6 OFFSET DUPLICATOR OPERATOR, PRINCIPAL CLASS
- I.2.7 DATA PROCESSING OPERATOR, CLASS I
- I.2.8 DATA PROCESSING OPERATOR, PRINCIPAL CLASS
- I.2.9 ATTENDANT FOR HANDICAPPED STUDENTS
- I.2.10 BINDER
- I.2.11 STUDENT SUPERVISOR
- I.2.12 SWIMMING POOL SUPERVISOR

I.2.1 LABORATORY ATTENDANT

Nature of the work

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

Characteristic functions

The employee in this class of employment performs the duties of labelling, identifying, classifying, cleaning and upkeeping materials; he or she repairs and calibrates instruments. He or she sorts and makes the summary assessment of samples. He or she assembles, dismantles and stores laboratory apparatus and instruments and places all the materials required for instructional activities and for social, cultural and sports activities at the disposal of users.

He or she keeps an inventory of materials, prepares requisitions and, upon receipt of the material, ensures that it conforms with the specifications of the requisition.

He or she takes care of the animals used for experiments in the laboratory, as needed.

In the audiovisual department, he or she may work with others on the use of audiovisual techniques in teaching situations; for this purpose, he or she informs teachers and students of the possibilities offered by the department; he or she arranges for the loan and return of material, apparatus and instruments and explains their operation to users, as needed. He or she participates in the production of certain audiovisual documents such as slides and transparencies; he or she repairs films, as needed.

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

Required qualifications

Schooling

Hold a secondary V diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.2.2 DAY CARE SERVICE EDUCATOR

Nature of the work

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

Characteristic functions

The employee in this class of employment plans, conducts and participates in sports, cultural, leisure and recreational activities, both indoors and outdoors, in keeping with the program and educational intervention strategies.

He or she assists students in dressing and undressing.

He or she records student attendance.

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

He or she ensures the supervision and safety of students in compliance with the rules of conduct, safety measures and recommendations of parents; he or she administers first aid. He or she informs parents and all those concerned of a student's abnormal behaviour.

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

He or she may be required to help those students who so desire with their school work while ensuring an appropriate atmosphere and environment conducive to doing their homework and lessons.

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

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

He or she may participate in meetings to establish an individualized education plan in order to convey his or her observations and makes pertinent suggestions concerning a student with a handicap, behavioural difficulty or social maladjustment and applies the measures chosen within the scope of his or her duties.

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

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

Required qualifications

Schooling and experience

Hold a Secondary V diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have one (1) year of pertinent experience.

Other requirements

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

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

I.2.3 NURSING ASSISTANT (OR THOSE POSSESSING A DIPLOMA IN HEALTH, ASSISTANCE AND NURSING CARE)

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

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

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

Required qualifications

Schooling

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

OR

Hold a diploma of vocational studies in health, assistance and nursing care or a diploma or an attestation of studies recognized as equivalent by the competent authority.

I.2.4 SCHOOL TRANSPORTATION INSPECTOR

Nature of the work

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

Characteristic functions

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

Periodically, he or she inspects school buses in order to ensure that they meet safety and cleanliness standards.

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

He or she verifies and reports on road conditions.

In addition to inspecting and monitoring duties, he or she may also perform administrative duties related to school transportation.

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

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

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

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

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

Required qualifications

Schooling and experience

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

Other requirements

Hold a driver's licence in the appropriate category.

I.2.5 OFFSET DUPLICATOR OPERATOR

Nature of the work

The principal and customary work of an employee in this class of employment consists in operating an offset duplicator as well as various other machines normally used in a printing department.

However, this class does not include employees whose principal and customary work is to duplicate or reproduce documents using any other printing method.

Characteristic functions

The employee in this class of employment ensures the operation of one or, alternatively, several offset duplicators depending on the number of copies to be made and whether the machines are automatic, chain delivery or conventional duplicators. He or she prints in one or more colours, in marking the layout, documents, circulars, notices, newspapers, forms, letterheads and envelopes and ensures the distribution.

He or she prepares stencils and plates using a converter, plate burner or a photolithographic process; if necessary, he or she changes the original format of the document; he or she fixes the plate on the cylinder, loads the paper feed, adjusts the feeders, the sideguides and the conveyor; he or she prepares the moistening and inking solutions; he or she cleans, upkeeps, adjusts and lubricates the duplicator and, when it breaks down, carries out repairs within his or her competence.

He or she gives his or her opinion on the typographical form, layout, colour and pagination.

In addition, he or she ensures the operation of machines such as cold typesetters, display photosetters, multiposition inserters and, as required, various commercial- or industrial-type machines used for collating, binding, folding, cutting, addressing and inserting documents.

He or she may, as required, operate various duplicating machines or reproduce documents using various processes, such as a Xerox 9400.

He or she controls paper stocks and other supplies of his or her department; he or she fills out requisitions and makes or helps to make an inventory.

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

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

Required qualifications

Schooling or experience

Hold a diploma of vocational studies in printing and finishing or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OR

For candidates employed by the school board: have two (2) years of experience in the printing department including the operation of various printing machines and initiation to the operation of offset duplicators.

I.2.6 OFFSET DUPLICATOR OPERATOR, PRINCIPAL CLASS

Nature of the work

The principal and customary work of an employee in this class of employment consists in performing the functions of a team leader responsible for all the work carried out in a printing department. In this capacity, he or she must coordinate, manage and monitor the work of the members of his or her team composed mainly of offset duplicator operators.

He or she must operate an offset duplicator as well as other machines in the printing department.

Characteristic functions

In addition to the characteristic functions of the offset duplicator operator, the employee in this class of employment organizes, coordinates, manages and monitors the work of his or her team members. He or she sets priorities, distributes the work and checks the quantity and the quality of the work completed.

In case of equipment breakdown or other malfunction, he or she takes the necessary measures designed to keep production going.

He or she supervises the training of new employees of the department and is responsible for his or her team members.

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

Required qualifications

Schooling and experience

Hold a diploma of vocational studies in printing and finishing or a diploma or an attestation of studies recognized as equivalent by the competent authority and have four (4) years of pertinent experience.

I.2.7 DATA PROCESSING OPERATOR, CLASS I

Nature of the work

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

Characteristic functions

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

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

He or she assists users upon request, provides pertinent information, as needed, makes service calls to repair equipment and software or refers users to qualified staff or suppliers.

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

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

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

Required qualifications

Schooling and experience

Hold a diploma of vocational studies in computing support or a diploma or an attestation of studies recognized as equivalent by the competent authority and have two (2) years of pertinent experience.

I.2.8 DATA PROCESSING OPERATOR, PRINCIPAL CLASS

Nature of the work

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

Characteristic functions

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

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

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

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

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

Required qualifications

Schooling and experience

Hold a diploma of vocational studies in data processing (operations) or a diploma or an attestation of studies recognized as equivalent by the competent authority and have seven (7) years of pertinent experience.

I.2.9 ATTENDANT FOR HANDICAPPED STUDENTS

Nature of the work

The principal and customary work of an employee in this class of employment consists in ensuring the safety, well-being and hygiene of handicapped students. He or she assists handicapped students in preparing and carrying out educational and student activities.

Characteristic functions

The employee in this class of employment ensures the safety and well-being of students by assisting them in getting on and off the bus, accompanying them in their movements throughout the day and assisting them in their transfer and repositioning; he or she supervises students during recess, lunch, nap and recreation periods.

He or she assists teachers in conveying basic concepts regarding cleanliness, dressing, drinking and eating; he or she assists students, when their condition so requires, in washing themselves, getting dressed and eating their snacks and meals; he or she looks after incontinent students.

He or she helps students to use or manipulates for them the materials and objects necessary for preparing and carrying out pedagogical and student activities.

He or she records information required by teachers and therapists.

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

Required qualifications

Schooling and experience

Hold a diploma of vocational studies in assistance to patients or residents in health care establishments, a secondary V diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have one (1) year of pertinent experience in those areas requiring self-discipline, general concepts in psychology and human relations skills.

I.2.10 BINDER

Nature of the work

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

Characteristic functions

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

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

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

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

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

As part of his or her duties, he or she may be required to operate machines used in machine, commercial or edition binding.

He or she must upkeep equipment and make minor repairs.

He or she prepares reports, as needed.

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

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

Required qualifications

Schooling and experience

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

I.2.11 STUDENT SUPERVISOR

Nature of the work

The principal and customary work of an employee in this class of employment consists in maintaining order, discipline and respect for regulations among students according to the policy of the school board in buildings such as schools and student residences as well as on the adjacent grounds administered by the school board. He or she participates in student activities and ensures the safety and well-being of students.

Characteristic functions

The employee in this class of employment carries out preventive supervision by informing students of the regulations in force as well as corrective supervision by observing problem behaviour and reporting it to the competent authority.

During peak periods, in particular, he or she supervises the main areas of the institution as well as the adjacent grounds. He or she provides students with the information necessary to direct them to the various premises.

He or she informs the competent authority of a teacher's absence and, if necessary, supervises students; he or she also assists in monitoring student absences either by recording their absence or collecting the lists or records of absent students and compiling the information requested, where applicable.

Also, he or she carries out supervision to detect abnormal situations and the causes of accidents and reports them to the competent authority.

In a school with students with social maladjustments or learning disabilities, he or she, in addition to performing some or all of the functions described, assists teachers in conveying to students basic concepts regarding cleanliness, proper dressing and eating; he or she helps students in applying those concepts and may assist students in their movements, as needed.

In collaboration with teachers and student services staff, he or she participates in and supervises student activities.

He or she may be given the responsibility of conveying internal and external messages.

In welcoming classes, besides the duties usually performed by the supervisor, he or she prepares the material and accessories necessary for the activities and assists the teacher in applying his or her program. He or she helps children with snacks, dressing and undressing. He or she establishes the necessary ties between the school and families in order to foster student attendance and to help those with difficulties.

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

Required qualifications

Schooling and experience

Hold a secondary IV attestation or a diploma or an attestation of studies recognized as equivalent by the competent authority and have two (2) years of pertinent experience in those areas requiring self-discipline, general concepts in psychology and human relations skills.

I.2.12 SWIMMING POOL SUPERVISOR

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

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

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

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

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

Required qualifications

Hold one of the following certificates:

- national lifesaving certificate awarded by the Lifesaving Society;
- water safety and lifesaving instructor certificate awarded by the Canadian Red Cross and the Lifesaving Society;
- swimming and lifesaving instructor certificate awarded by an authorized YMCA or YWCA.

II- ADMINISTRATIVE SUPPORT POSITIONS

II - DEFINITION OF THE CATEGORY OF ADMINISTRATIVE SUPPORT POSITIONS

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

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

II.0.1 BUYER

II.0.2 OFFICE AGENT, CLASS II

II.0.3 OFFICE AGENT, CLASS I

II.0.4 OFFICE AGENT, PRINCIPAL CLASS

II.0.5 OFFICE ASSISTANT

II.0.6 STOREKEEPER, CLASS II

II.0.7 STOREKEEPER, CLASS I

II.0.8 STOREKEEPER, PRINCIPAL CLASS

II.0.9 SECRETARY

II.0.10 SCHOOL SECRETARY

II.0.11 EXECUTIVE SECRETARY

II.0.12 TELEPHONE OPERATOR

II.0.1 BUYER

Nature of the work

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

Characteristic functions

The employee in this class of employment must keep up-to-date price lists and catalogues and identify possible suppliers.

He or she analyzes purchase orders, requests prices or bids, as the case may be. He or she makes sure that the tenders meet the requirements and determines which one is the most advantageous for the school board while taking into account the available supplies, price, quality and guarantee, delivery date and location, after-sales service as well as taxes, discounts and customs charges, if any.

He or she obtains the necessary information from users and suppliers.

He or she meets sales representatives, monitors price trends, checks delivery vouchers and follows up on suppliers when delivery is late or if the product does not meet specifications.

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

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

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

Required qualifications

Schooling and experience

Hold a secondary V diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have six (6) years of pertinent experience.

II.0.2 OFFICE AGENT, CLASS II

Nature of the work

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

Characteristic functions

In general, the employee in this class of employment completes forms, requisitions or simple vouchers and keeps an up-to-date documentation and file system. As a telephone operator-receptionist, he or she takes and transfers telephone calls and provides information of a general nature by telephone or at the counter. As part of his or her duties, he or she types with precision all kinds of texts from tapes, typewritten documents or manuscripts.

In a documentation centre, he or she performs a variety of tasks related to the preparation and circulation of books, films and other documents as well as the drafting and sending of late notices, collection of fines, repair of damaged books and stacking of books on shelves.

In the area of accounting, he or she records on cards or slips, using an accounting machine or manually, commercial transactions such as invoices, statements of account and payroll as well as verifies the accuracy of the entries made.

In general, he or she verifies lists and documents according to specific instructions; he or she sends form letters and acknowledgments of receipt; he or she prepares and compiles statistics; for this purpose, he or she may use the office equipment at his or her disposal.

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

Required qualifications

Schooling

Hold a secondary IV attestation or a diploma or an attestation of studies recognized as equivalent by the competent authority.

II.0.3 OFFICE AGENT, CLASS I

Nature of the work

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

Characteristic functions

The employee in this class of employment carries out duties such as checking data on invoices, order vouchers and delivery vouchers to ensure compliance with norms and procedures. He or she may make purchases of a nominal value, if any. He or she contacts people in and outside the school board as needed in order to clarify or correct the content of certain documents, convey decisions made by the administration or make standards and regulations known; he or she may codify and identify expenditures by department and category; he or she may also carry out other accounting operations of a relatively complex nature.

In another sector of activity, he or she performs duties such as verifying the hours worked and calculating basic or additional remuneration and deductions to be made on the basis of established regulations. He or she may be asked to keep a staff attendance record and perform various tasks related to sick-leave banks, vacation and social leaves.

In a documentation centre, he or she performs duties such as checking and filing index cards, verifying order vouchers, exchange lists, requisitions and invoices. He or she may perform administrative tasks related to cataloguing. He or she carries out supervision duties in the documentation centre and provides information upon request, as needed.

In general, he or she updates various files and registers on completed work, handles correspondence related to his or her work and may be assigned relatively specialized work. In the area of statistics, he or she prepares summaries from available information or from information which he or she has compiled, the method of compilation being relatively complicated. According to the prescribed procedures and schedules, he or she may also update, check and correct various data files.

He or she may be responsible for some or all of the work of a sector such as the loans counter or accounts payable and, in this capacity, he or she must train new office agents and coordinate the work of a group of support staff while performing tasks.

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

Required qualifications

Schooling and experience

Hold a secondary V diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have one (1) year of pertinent experience.

Other requirements

If necessary, possess practical skills in the sector of activity.

II.0.4 OFFICE AGENT, PRINCIPAL CLASS

Nature of the work

The principal and customary work of an employee in this class of employment consists in being responsible for the coordination, management and monitoring of tasks carried out by administrative support staff in an administrative unit or in one or several sectors of an administrative unit.

The employee may also perform, exclusively or not, one or several relatively complex and specialized tasks in a particular area.

Characteristic functions

In a given department, the employee in this class of employment coordinates the administrative duties of some or all of the sectors; he or she is responsible for training new employees, distributing and correcting the work of a group of employees and gives his or her opinion on the quality of the work completed. He or she takes part in preparing the schedule of the regular and special work including projects; he or she is responsible for ensuring that the schedule is respected by reminding those concerned, whether in or outside the board, of the deadlines.

The duties of the employee in this class of employment involve a specialization in the selection, preparation and verification of data as well as in the preparation of documents, including the recording of data obtained as a result of internal or external research. He or she may, in particular, coordinate the implementation of various procedures regarding his or her sector of activity.

He or she may be responsible for some or all of the accounts pertaining to financial transactions such as payroll, accounts payable and receivable.

He or she may be required to deal with the public or with employees on matters within his or her competence.

As part of his or her duties, he or she makes suggestions and recommendations to technical and professional staff so as to improve the operations for which he or she is responsible.

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

Required qualifications

Schooling and experience

Hold a secondary V diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have six (6) years of pertinent experience.

Other requirements

If necessary, possess practical skills in the sector of activity.

II.0.5 OFFICE ASSISTANT

Nature of the work

The principal and customary work of an employee in this class of employment consists in carrying out office work of a simple and relatively routine nature according to specific instructions.

Characteristic functions

The employee in this class of employment completes forms of all kinds by manually entering or coding various data.

He or she may verify certain documents and perform various simple tasks such as preparing, filing and circulating documents and files.

He or she may also perform messenger duties as well as receive, distribute and forward mail. To do this, he or she is not required to drive a vehicle.

In addition, he or she may operate various standard office machines as well as simple machines for reproducing documents; he or she may work as a cashier, if need be.

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

Required qualifications

Schooling and experience

Hold a secondary IV attestation or a diploma or an attestation of studies recognized as equivalent by the competent authority.

II.0.6 STOREKEEPER, CLASS II

Nature of the work

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

Characteristic functions

The employee in this class of employment prepares the materials in the store for distribution as well as delivers, distributes and recovers them. He or she records the circulation of materials according to established procedures.

When he or she receives new materials, he or she identifies and stores them in an appropriate manner.

He or she records any defect in the materials and reports it to his or her superior. He or she works with others to carry out the necessary maintenance and minor repairs.

He or she may operate machines used to reproduce documents, as needed.

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

Required qualifications

Schooling

Hold a secondary IV attestation or a diploma or an attestation of studies recognized as equivalent by the competent authority.

II.0.7 STOREKEEPER, CLASS I

Nature of the work

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

Characteristic functions

The employee in this class of employment coordinates the decentralized or centralized operations of a store under his or her responsibility. He or she is responsible for receiving, storing and delivering tools, goods, materials and other articles; he or she loans instruments and tools and ensures their return. He or she sees that the materials received conform with the order forms; he or she signs receipts and other documents and makes a note of damaged and lost goods. He or she records details of the goods received in a logbook or on appropriate cards, sees that they are stored properly and affixes identification tags, if necessary.

He or she ships goods from the store and prepares the necessary requisitions for replacing articles. Periodically, he or she keeps a complete inventory and sees that his or her stock conforms to the logbook and issues reports.

He or she carries out minor repairs and maintenance when required and sees that major repairs are carried out.

If he or she is the only employee in the store, he or she may be required to perform the duties of a storekeeper, class II; he or she may also be required to coordinate the work of other support staff.

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

Required qualifications

Schooling and experience

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

II.0.8 STOREKEEPER, PRINCIPAL CLASS

Nature of the work

The principal and customary work of an employee in this class of employment consists in coordinating activities of stores of one or several educational institutions and in supervising the storekeepers responsible for each store.

These positions involve, in particular, participation in preparing budgets for the stores, inventory organization and drawing up current operating standards and procedures.

Characteristic functions

The employee in this class of employment organizes, coordinates, manages and monitors the activities of stores in a school or the school board; he or she oversees those responsible for the stores and supervises the training of new storekeepers.

He or she works with his or her superiors on preparing budget estimates for the stores for which he or she is responsible and keeps a complete inventory. He or she may suggest to the administration any change in procedure designed to improve the efficiency of the stores under his or her responsibility and bring any irregularity detected to the attention of the competent authorities.

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

Required qualifications

Schooling and experience

Hold a secondary V diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have six (6) years of pertinent experience.

II.0.9 SECRETARY

Nature of the work

The principal and customary work of the employee in this class of employment consists in assisting one or several persons by performing secretarial duties.

Characteristic functions

In general, the employee in this class of employment transcribes, using appropriate equipment, letters, texts or charts from stenographic notes, tape recordings or manuscripts. He or she keeps up-to-date records and registers, gives general information over the telephone, receives visitors, drafts acknowledgements of receipt, routine correspondence and memorandums, seeks and gathers information to be included on forms that he or she completes or in reports and correspondence as well as photocopies and duplicates documents. He or she may also carry out duties related to the compilation, verification and entry of data; he or she opens and sorts the mail and ensures that it is dispatched.

In a school¹, this class of employment may also include the following characteristic functions. As instructed and within the limits of his or her duties, he or she makes telephone calls on matters of a general nature pertaining to substitute teachers or, more specifically, contacts parents regarding student attendance; he or she participates in bulk purchases of school articles and supplies by performing transcription and verification tasks; he or she looks after the circulation and return of books; he or she carries out operations pertaining to the sale of school supplies.

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

Required qualifications

Schooling

Hold a secondary V course or a diploma or an attestation of studies recognized as equivalent by the competent authority.

Practical skills

Have knowledge of stenography, typing and set-up of texts.

Have sufficient knowledge of the methods and practices used in a secretarial office.

¹ or an adult education or vocational training centre.

II.0.10 SCHOOL SECRETARY

Nature of the work

In addition to the duties defined in the class of employment of secretary, the principal and customary work of an employee in this class of employment consists in ensuring, in a relatively self-sufficient manner, according to instructions or in collaboration, the proper administrative operation of the school¹ notably by coordinating the school secretarial work.

Characteristic functions

According to instructions or in collaboration, the employee plans and organizes the secretarial work so as to respect the schedule of the various activities carried out during the school year; notably, he or she reminds those concerned by, among other things, posting notices about the various activities and deadlines; he or she takes note of administrative procedures involving his or her duties so as to conform to them and, if need be, inform those concerned about them.

According to instructions and within the limits of his or her duties, he or she answers information requests, conveys decisions and makes directives known, as required; he or she contacts persons in the board, various organizations outside the board, parents and suppliers on matters dealing with his or her duties such as purchases, student attendance or substitute teachers.

He or she keeps the accounting books of the school, implements the budget and provides information on budget balances. He or she may make bank deposits, cosign cheques, reconcile accounts and keep the petty cash.

He or she writes from brief notes memorandums or directives and participates in developing a filing system.

He or she carries out tasks involving the purchasing procedures of the school and, if applicable, those required in a school store. He or she prepares a physical inventory of the school's fixed assets and an inventory of the library books and, as instructed, purchases various articles directly.

He or she may circulate books and oversee the loan of audiovisual equipment; he or she may carry out administrative tasks related to the rental or loan of rooms.

As part of his or her duties, he or she may distribute and verify the work of other administrative support staff in lower classes of employment.

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

¹ or adult education or vocational training centre.

Required qualifications

Schooling and experience

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

Practical skills

Have knowledge of stenography, typing and set-up of texts.

Have sufficient knowledge of the methods and practices used in a school secretarial office.

II.0.11 EXECUTIVE SECRETARY

Nature of the work

In addition to the duties defined in the class of employment of secretary, the principal and customary work of an employee in this case of employment consists in working with one or several persons by performing, in a relatively self-sufficient manner, secretarial duties of a complex nature.

Characteristic functions

The employee in this class of employment answers requests for information on the follow-up of reports and meetings, policies, regulations or other issues related to duties within his or her competence and, as needed, forwards pertinent documentation; goes through the mail, finds, gathers and compiles pertinent information and, within the limits of his or her duties, prepares a draft reply, forwards it to the persons concerned and ensures the follow-up; he or she prepares a synthesis of complex problems and questions before conveying them to the person concerned.

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

He or she organizes meetings, convenes participants and prepares the necessary files. As instructed, he or she drafts a proposed agenda based on the items gathered and, if necessary, attends the meetings and prepares a draft of the minutes.

He or she drafts from brief notes memorandums or directives; he or she participates in developing a filing system.

On occasion, he or she may supervise the work of other office employees. If need be, he or she trains new staff, distributes and verifies the work.

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

Required qualifications

Schooling and experience

Hold a secondary V diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have four (4) years of pertinent experience.

Practical skills

Have knowledge of shorthand, typing and set-up of texts.

Have sufficient knowledge of the methods and procedures used in a secretarial office.

II.0.12 TELEPHONE OPERATOR

Nature of the work

The principal and customary work of an employee in this class of employment consists in receiving and dispatching telephone calls in a telephone centre. This class of employment does not include employees who work as a telephone operator-receptionist¹.

Characteristic functions

The employee in this class of employment works exclusively in a telephone centre; he or she sets up local and long distance calls, transfers external calls to internal extensions and establishes connections between internal extensions. He or she takes and relays telephone messages.

He or she takes note of long distance calls and periodically checks his or her records with the invoices received.

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

Required qualifications

Schooling

Hold a secondary IV attestation or a diploma or an attestation of studies recognized as equivalent by the competent authority.

¹ See Office Agent, class II.

III- LABOUR SUPPORT POSITIONS

III - DEFINITION OF THE CATEGORY OF LABOUR SUPPORT POSITIONS

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

This category is divided into two (2) subcategories:

III.1 Subcategory of qualified workman positions

III.2 Subcategory of maintenance and service labour support positions

III.1 DEFINITION OF THE SUBCATEGORY OF QUALIFIED WORKMAN POSITIONS

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

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

- III.1.1 TRADE APPRENTICE
- III.1.2 CABINETMAKER
- III.1.3 ELECTRICIAN
- III.1.4 ELECTRICIAN, PRINCIPAL CLASS
- III.1.5 MASTER PIPE MECHANIC
- III.1.6 MECHANIC, CLASS II
- III.1.7 MECHANIC, CLASS I
- III.1.8 STATIONARY ENGINEER
- III.1.9 CARPENTER
- III.1.10 CERTIFIED MAINTENANCE WORKMAN
- III.1.11 PAINTER
- III.1.12 LOCKSMITH
- III.1.13 WELDER
- III.1.14 SPECIALIZED SHOP MECHANIC
- III.1.15 PIPE FITTER
- III.1.16 GLAZIER-INSTALLER-MECHANIC

III.1.1 TRADE APPRENTICE

Nature of the work

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

Characteristic functions

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

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

Required qualifications

Have the pertinent legal qualifications for the class of employment.

III.1.2 CABINETMAKER

Nature of the work

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

Characteristic functions

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

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

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

Required qualifications

Schooling or qualification certificate

Hold a diploma of vocational studies in cabinet making or in any other pertinent specialty for the class of employment or hold a diploma or an attestation of studies recognized as equivalent by the competent authority.

OR

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

III.1.3 ELECTRICIAN

Nature of the work

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

Characteristic functions

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

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

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

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

Required qualifications

Have the pertinent legal qualifications for the class of employment.

III.1.4 ELECTRICIAN, PRINCIPAL CLASS

Nature of the work

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

Characteristic functions

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

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

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

Required qualifications

Have the pertinent legal qualifications for the class of employment.

III.1.5 MASTER PIPE MECHANIC¹

Nature of the work

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

Characteristic functions

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

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

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

Required qualifications

Training

Hold a contractor's licence issued by the Board of Examiners for pipe mechanics or an appropriate licence issued by a municipality under the Pipe Mechanics Act.

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

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

¹ No employee who is currently in the employ of the board or who may become an employee of the board can request to be attributed this class of employment after the date of the coming into force of this Classification Plan.

III.1.6 MECHANIC, CLASS II

Nature of the work

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

Characteristic functions

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

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

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

He or she may be required to drive a vehicle.

He or she may perform minor automotive body repair work.

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

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

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

Required qualifications

Schooling or qualification certificate

Hold a diploma of vocational studies in automobile mechanics or in any other pertinent specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OR

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

Other requirements

Hold a driver's licence in the appropriate category.

III.1.7 MECHANIC, CLASS I

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

Required qualifications

Schooling or qualification certificate

Hold a diploma of vocational studies in heavy road vehicle mechanics or in any other pertinent specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OR

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

Experience

Have four (4) years of pertinent experience.

Other requirements

Hold a driver's licence in the appropriate category.

III.1.8 STATIONARY ENGINEER

Nature of the work

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

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

Characteristic functions

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

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

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

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

Required qualifications

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

III.1.9 CARPENTER

Nature of the work

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

Characteristic functions

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

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

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

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

Required qualifications

Schooling, experience or qualification certificate

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

OR

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

III.1.10 CERTIFIED MAINTENANCE WORKMAN

Nature of the work

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

Characteristic functions

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

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

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

Required qualifications

Schooling, experience or qualification certificate

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

OR

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

OR

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

III.1.11 PAINTER

Nature of the work

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

Characteristic functions

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

He or she prepares and mixes paints, varnishes and colours and covers surfaces with these substances.

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

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

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

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

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

Required qualifications

Schooling, experience or qualification certificate

Hold a diploma of vocational studies in commercial and residential painting or in any other pertinent specialty for the class of employment or hold a diploma or an attestation of studies recognized as equivalent by the competent authority and have three (3) years of pertinent experience.

OR

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

III.1.12 LOCKSMITH

Nature of the work

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

Characteristic functions

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

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

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

Required qualifications

Schooling or experience

Hold a diploma of vocational studies in locks and locksmithing or in any other pertinent specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OR

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

III.1.13 WELDER

Nature of the work

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

Characteristic functions

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

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

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

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

Required qualifications

Schooling or qualification certificate

Hold a diploma of vocational studies in welding and fitting or in any other pertinent specialty for the class of employment or hold a diploma or an attestation of studies recognized as equivalent by the competent authority.

OR

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

III.1.14 SPECIALIZED SHOP MECHANIC

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

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

Required qualifications

Schooling or qualification certificate

Hold a diploma of vocational studies in machining technics or in any other pertinent specialty for the class of employment or hold a diploma or an attestation of studies recognized as equivalent by the competent authority.

OR

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

III.1.15 PIPE FITTER

Nature of the work

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

Characteristic functions

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

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

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

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

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

Required qualifications

Have the pertinent legal qualifications for the class of employment.

III.1.16 GLAZIER-INSTALLER-MECHANIC

Nature of the work

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

Characteristic functions

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

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

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

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

Required qualifications

Schooling, experience or qualification certificate

Hold a diploma of vocational studies in glazing or in any other pertinent specialty for the class of employment or hold a diploma or an attestation of studies recognized as equivalent by the competent authority and have three (3) years of experience.

OR

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

III.2 DEFINITION OF THE SUBCATEGORY OF MAINTENANCE AND SERVICE LABOUR SUPPORT POSITIONS

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

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

- III.2.1 HEAVY VEHICLE DRIVER ASSISTANT
- III.2.2 TRADES HELPER
- III.2.3 GENERAL KITCHEN HELPER
- III.2.4 LAUNDRYMAN
- III.2.5 CARETAKER
- III.2.6 NIGHT CARETAKER
- III.2.7 LIGHT VEHICLE DRIVER
- III.2.8 HEAVY VEHICLE DRIVER
- III.2.9 COOK, CLASS III
- III.2.10 COOK, CLASS II
- III.2.11 COOK, CLASS I
- III.2.12 GUARD
- III.2.13 GARDENER
- III.2.14 MAINTENANCE WORKMAN, CLASS III (DOMESTIC HELP)
- III.2.15 MAINTENANCE WORKMAN, CLASS II (ASSISTANT CARETAKER, LABOURER)
- III.2.16 MAINTENANCE WORKMAN, CLASS I (WINDOW INSTALLER, TILE SETTER, SANDER, LOCKER REPAIRMAN)

III.2.1 HEAVY VEHICLE DRIVER ASSISTANT

Nature of the work

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

Characteristic functions

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

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

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

Required qualifications

Practical skills

Possess notions in automotive mechanics and preventive maintenance.

Be able to use delivery, receiving or shipping forms.

Other requirements

Hold a driver's licence in the appropriate category.

III.2.2 TRADES HELPER

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

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

Required qualifications

No specific qualifications are required.

III.2.3 GENERAL KITCHEN HELPER

Nature of the work

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

Characteristic functions

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

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

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

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

Required qualifications

No specific qualifications are required.

III.2.4 LAUNDRYMAN

Nature of the work

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

Characteristic functions

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

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

Required qualifications

Practical skills

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

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

III.2.5 CARETAKER

Nature of the work

The principal and customary work of an employee in this class of employment consists in being responsible for carrying out the preventive and physical maintenance and upkeep of a school or any other building. This position includes performing, overseeing and coordinating the work, as required.

Characteristic functions

The employee in this class of employment must ensure the cleanliness of the premises and proper operation of the heating, ventilation and lighting systems as well as the maintenance apparatus and equipment. He or she ensures the operation of the type of heating equipment which does not require the presence of a stationary engineer and carries out maintenance work such as snow removal, lawn mowing and door, window or furniture repair. He or she takes all the necessary measures to ensure adequate security against fire and theft. In certain specific cases and, as required, he or she monitors the comings and goings of visitors, students and staff.

He or she may be required to supervise the work of other nonspecialized employees.

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

Required qualifications

Experience

Have three (3) years of pertinent experience.

Practical skills

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

Have a basic knowledge of the main building trades.

III.2.6 NIGHT CARETAKER

Nature of the work

The principal and customary work of an employee in this class of employment consists in performing and overseeing the maintenance work conducted exclusively during the evening or at night in a school or any other building according to the directives and in the absence of the caretaker or the foreman in charge of the maintenance of the school or building.

Characteristic functions

The employee in this class of employment must ensure the cleanliness of the premises and proper operation of the heating, ventilation and lighting systems as well as the maintenance apparatus and equipment. He or she ensures the operation of the type of heating equipment which does not require the presence of a stationary engineer and carries out maintenance work such as snow removal, lawn mowing and door, window or furniture repair. He or she takes all the necessary measures to ensure adequate security against fire and theft. In certain specific cases and, as required, he or she monitors the comings and goings of visitors, students and staff.

He or she may be required to supervise the work of other nonspecialized employees.

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

Required qualifications

Experience

Have three (3) years of pertinent experience.

Practical skills

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

Have a basic knowledge of the main building trades.

III.2.7 LIGHT VEHICLE DRIVER

Nature of the work

The principal and customary work of an employee in this class of employment consists in driving an automobile, a small truck, a van or any similar vehicle of a net weight of three thousand (3 000) kilos or less for the purpose of transporting people as well as goods, documents, packages, tools, equipment or materials; he or she loads and unloads his or her vehicle, as needed, while adhering to the applicable safety standards.

Characteristic functions

The employee in this class of employment is responsible for driving vehicles such as an automobile or a small truck.

He or she must keep his or her vehicle clean and in good running condition; he or she ensures that it is washed, cleaned and fuelled. As instructed and according to the frequency established, he or she carries out or has carried out the inspections of his or her vehicle prescribed by law, regulations and directives. He or she must report any defect detected.

He or she must keep a road record and prepare brief reports on certain activities related to his or her duties, as required. He or she keeps a logbook, if any, and the vehicle's inspection reports.

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

Required qualifications

Practical skills

Be able to use delivery, receiving or shipping forms.

Have basic skills in light vehicle mechanics and in the various preventive maintenance methods required.

Other requirements

Hold a driver's licence in the appropriate category.

III.2.8 HEAVY VEHICLE DRIVER

Nature of the work

The principal and customary work of an employee in this class of employment consists in driving a road vehicle of a net weight of more than three thousand (3 000) kilos or a minibus for the purpose of transporting people as well as goods and materials and performing any other task such as loading and unloading goods, while adhering to the applicable safety standards.

Characteristic functions

The employee in this class of employment is responsible for driving one of the following vehicles: a dump truck, a truck with a covered or uncovered platform, a bus, a minibus and other types of similar vehicles. He or she must keep his or her vehicle clean and in good running condition; he or she ensures that it is washed, cleaned and fuelled. As instructed and according to the frequency established, he or she carries out or has carried out the inspections of his or her vehicle prescribed by law, regulations and directives. He or she must report any defect detected.

He or she must keep a road record and prepare brief reports on certain activities related to his or her duties, as required. He or she keeps a logbook, if any, and the vehicle's inspection reports.

On occasion, he or she is required to drive a lighter vehicle.

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

Required qualifications

Practical skills

Know how to operate the main types of vehicles mentioned above.

Be able to use delivery, receiving or shipping forms.

Have basic skills in heavy vehicle mechanics and in the various preventive maintenance methods required.

Other requirements

Hold a driver's licence in the appropriate category.

III.2.9 COOK, CLASS III

Nature of the work

The principal and customary work of an employee in this class of employment consists in taking part in all of the simple tasks performed by a cook of a higher class in the preparation and cooking of food or in being responsible for a kitchen and a cafeteria where, for the most part, simple food is prepared according to menus, recipes and detailed cooking instructions.

Characteristic functions

The employee in this class of employment prepares and cooks food using appropriate equipment and may also take part in preparing balanced menus.

He or she takes part in cutting meats and preparing and making soups, salads and sauces as well as pastries and desserts.

He or she must oversee his or her inventory and submit the necessary requisitions. He or she may also be responsible for receiving, inspecting and storing the goods delivered.

He or she may help serve food at the counter, as needed.

He or she must ensure the cleanliness and upkeep of his or her work area as well as the equipment and furniture used.

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

Required qualifications

Schooling or experience

Hold a diploma of vocational studies in professional cooking or in any other pertinent specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OR

Have one (1) year of pertinent experience.

III.2.10 COOK, CLASS II

Nature of the work

The principal and customary work of an employee in this class of employment consists in assisting a cook, class I or in being responsible for a kitchen and a cafeteria serving fewer than 75 000 meals a year.

Characteristic functions

In addition to the characteristic functions of the cook, class III, the employee in this class of employment prepares and cooks food using the appropriate equipment and may also take part in the preparation of balanced menus, particularly by suggesting ways of using leftovers and stocks rationally.

He or she may coordinate the work of general kitchen helpers and momentarily replace the cook, class I when the latter is absent temporarily.

He or she may help serve food at the counter and occasionally prepare certain special foods, as needed.

When he or she assumes responsibility for a kitchen and a cafeteria, his or her activities are the same as those described for the cook, class I.

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

Required qualifications

Schooling, experience or qualification certificate

Hold a diploma of vocational studies in professional cooking or in any other pertinent specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority and have one (1) year of pertinent experience.

OR

Know basic culinary techniques and a variety of standard recipes. Have basic management skills in supplying, stock control and ordering and have two (2) years of pertinent experience.

III.2.11 COOK, CLASS I

Nature of the work

The principal and customary work of an employee in this class of employment consists in being responsible, as head cook, for the smooth operation of a kitchen and a cafeteria serving more than 75 000 meals a year.

In addition to preparing and cooking food, the position includes coordinating the work of kitchen and cafeteria staff, participating in the preparation and monitoring of the budget and supplies, determining meal prices and keeping a permanent inventory of supplies and food products in stock.

Characteristic functions

The employee in this class of employment coordinates the work of the entire kitchen staff and determines the work schedules accordingly.

He or she ensures the management of the kitchen in terms of budget, prices and supplies.

He or she prepares balanced menus according to dietary standards.

He or she supervises the rational distribution of the food and keeps a periodic inventory of supplies.

He or she ensures the rational use of the provisions and the rotation of food stocks in order to avoid too frequent repetition of the same meals.

He or she sees to the training of less experienced staff.

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

Required qualifications

Schooling, qualification certificate or experience

Hold a diploma of vocational studies in professional cooking or in any other pertinent specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority and have three (3) years of pertinent experience.

OR

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

OR

Have four (4) years of pertinent experience.

III.2.12 GUARD

Nature of the work

The principal and customary work of an employee in this class of employment consists in safeguarding and overseeing movable and immovable property against fire, theft and damages.

Characteristic functions

The employee in this class of employment is required to make inspection rounds according to predetermined schedules; he or she makes sure that doors and windows are locked and that lights are turned off; he or she must report to management any irregularities or deficiencies involving risk or damage to property.

He or she is also assigned the duty of receiving visitors. He or she oversees the comings and goings of visitors, staff and students and, in some cases, residents.

As part of his or her duties, he or she is required to maintain order and discipline, answer telephone calls, convey messages and forward documents entrusted to him or her.

He or she may also be required to act as a doorman, night watchman or parking lot attendant.

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

Required qualifications

Practical skills

Able to write simple reports.

Possess basic notions of safety regulations.

III.2.13 GARDENER

Nature of the work

The principal and customary work of an employee in this class of employment consists in preparing and performing work related to plant growth and maintenance, both indoors and outdoors.

Characteristic functions

The employee in this class of employment looks after plants by performing tasks such as staking, pruning, topping, cutting back, hoeing, weeding, digging, and watering. He or she uses insecticides, fertilizers and manure, as required. He or she prunes trees by cutting branches using pruning shears and saws. He or she seals the wounds with a protective coating.

He or she propagates plants using seedlings, cuttings or other means. He or she prepares the soil, transplants and pots plants, carries out the planting and lays turf.

On occasion, he or she mows the lawn and does landscaping work.

As part of his or her duties, he or she must keep both the premises and equipment used clean.

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

Required qualifications

Schooling or experience

Hold a diploma of vocational studies in horticulture or in any other pertinent specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OR

Have two (2) years of pertinent experience.

III.2.14 MAINTENANCE WORKMAN, CLASS III (DOMESTIC HELP)

Nature of the work

The principal and customary work of an employee in this class of employment consists in carrying out minor maintenance work to ensure that the offices and other premises of the institution are clean and in good condition. In general, he or she performs his or her duties under the supervision and according to the instructions of a maintenance workman of a higher class, a caretaker or a foreman.

Characteristic functions

The employee in this class of employment dusts, cleans, washes and waxes the furniture and the woodwork; he or she vacuums the carpeting, sweeps the floors, places light furniture, empties waste baskets and ashtrays as well as washes windows, blackboards and venetian blinds.

In a laundry room, he or she may be assigned duties such as the care and preparation of linens.

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

Required qualifications

No specific qualifications are required.

III.2.15 MAINTENANCE WORKMAN, CLASS II (ASSISTANT CARETAKER, LABOURER)

Nature of the work

The principal and customary work of an employee in this class of employment consists in carrying out the upkeep and physical and preventive maintenance of grounds, swimming pools, buildings, equipment and minor repair work. It also involves the handling and transportation of goods, furniture and other materials. In general, he or she works according to the instructions or under the supervision of a maintenance workman, class I, a caretaker, a foreman or a qualified workman.

Characteristic functions

The employee in this class of employment performs tasks aimed at ensuring the cleanliness of the premises and keeping equipment in good condition.

As for the cleanliness of the premises, the employee generally carries out tasks such as sweeping, washing, cleaning and waxing, as needed, walls, ceilings and floors of the various premises, including washrooms and sports equipment rooms; he or she collects and disposes of rubbish both indoors and outdoors, washes windows and venetian blinds. He or she mows the lawn, picks up and disposes of dead leaves and removes the snow from the roofs, entrances, sidewalks and playgrounds.

As regards physical and preventive maintenance, he or she replaces light bulbs and fuses; he or she refuels or supervises the refuelling of the heating apparatus; he or she removes, installs and stores double windows; in winter, he or she sands sidewalks; he or she performs any type of minor repair work.

He or she upkeeps swimming pools and adjacent premises by performing duties such as cleaning out the swimming pools and upkeeping filters, tiles, walls, skimmer grids and strainers and other equipment. He or she regularly checks diving boards and may be required to test the pH of the water and the free available residual chlorine and to use the appropriate chemicals to obtain the required water quality.

On occasion, he or she may help qualified workmen by handling heavy objects and materials, holding parts in place, cleaning and providing the required tools.

As part of his or her duties, he or she may also erect and dismantle scaffolding, move furniture, handle, transport and store goods and materials, operate the required equipment such as a freight elevator, a waxing machine and a domestic snow blower.

He or she may work as a serviceman in a garage.

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

Required qualifications

No specific qualifications are required.

III.2.16 MAINTENANCE WORKMAN, CLASS I (WINDOW INSTALLER, TILE SETTER, SANDER, LOCKER REPAIRMAN)

Nature of the work

The principal and customary work of an employee in this class of employment consists in carrying out work in one or several specific sectors such as flooring, glazing, furniture and board sanding and metal locker repair.

Characteristic functions

As regards glazing, the employee in this class of employment cuts and installs glass panes or similar material. He or she is also responsible for the installation, maintenance and repair of metal windows.

As regards flooring, he or she sands floors using the appropriate tools and installs vinyl, rubber or linoleum floor coverings or other similar materials.

As regards sanding, he or she sands, by hand or with sanding machines, boards, desks, tables and other furniture.

He or she may also prepare surfaces for the application of primers.

As regards metal locker repair, the employee in this class of employment repairs, removes dents, adjusts, replaces and handles lockers, cupboards or coat racks; he or she installs, repairs or adjusts doors, shelves, hinges, latches, locks and frames; he or she uses appropriate manual or electric tools.

As part of his or her duties, he or she performs minor repairs and is required to keep the premises as well as the equipment used clean.

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

Required qualifications

Experience

Have three (3) years of pertinent experience with special skills in the specific sector or sectors of the position.