

**Job Class Profile: Micrographic Technician I****Pay Level: CG-19 Point Band: 292-315**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	2	4	4	1	1	2	1	5	
Points	47	33	25	19	30	22	41	21	54	292

**JOB SUMMARY**

The Micrographic Technician I performs skilled work in the operation of micrographic equipment for the production of microfilm records of large size originals and documents.

**Key and Periodic Activities**

- Operates large planetary cameras for the reproduction of large size originals and documents such as maps, plans and engineering drawing.
- Operates rotary cameras for routine reproduction such as correspondence files as well as the reproduction of computer printout on specialized equipment.
- Loads film in camera units, selects proper reduction ratios, positions materials, measures reflective value of material, determines proper exposure, sets light units and unloads film.
- Processes microfilm and maintains equipment including the loading of film and proper mix of chemicals, temperature control and speed to maintain a consistent high level of quality.
- Inspects film by the use of densitometers and other quality control methods to ensure that film adheres to rigid specifications.
- Operates diazo duplicating equipment for the reproduction of microfiche and the operation of equipment in the production of jackets.

**SKILL****Knowledge****General and Specific Knowledge:**

- Knowledge of microfilming.

**Formal Education and/or Certification(s):**

- Minimum: Graduation from High School.

**Years of Experience:**

- Minimum: 1 year of related experience in microfilming.

**Interpersonal Skills**

- Interpersonal skills involve listening to customer requests and asking questions to provide clarification and understanding.
- Communications occur with employees within the immediate work area, employees or peers

within the Department and supervisors/managers. From time to time will interact with employees in other Departments and outside public sector organizations.

- The most significant contacts include the supervisors/managers to discuss job requirements and receive direction; employees within the immediate area to assist in the processing of jobs; and employees within the Department to discuss work progress.

## EFFORT

### Physical Effort

- The demands of the job at times results in fatigue requiring periods of rest and the need for some strength and endurance.
- Regularly lifts or moves items up to 50lbs. and occasionally heavier.
- Work requires fine finger or precision work, using machinery or equipment that requires controlled movements and requires rapid physical movement and reflexes. There is a regular requirement for the use of gross motor skills.
- Depending on the work task there could be a requirement for sitting or standing.
- Many activities require stretching to reach items/supplies.

### Concentration

- **Visual** concentration is constantly required while operating and manually feeding the microfilming equipment.
- **Auditory** concentration is regularly required to hear over the loudness of the operating equipment to understand instructions.
- Work tends to be very **repetitive which requires alertness** to ensure no duplications.
- Feeding the duplicating machines requires constant **eye/hand coordination**.

### Complexity

- Work includes a series of task that are similar in terms of skill used and are usually well defined.
- The most typical challenge for the position relates to the problems which may arise during processing a particular job.
- These challenges can be resolved by either contacting the client or the supervisor for direction on how to proceed.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled.
- Before a job is complete, it is reviewed for quality by the supervisor.

### Impact

- Work generally impacts the immediate work area.
- Work activities impact resources such as materials, finances, human resources and equipment.
- Careful quality controls are required including a thorough supervisory review before the final product is released to clients.

- Errors are typically identified quickly but usually result in part or the entire job to be repeated. This would have a material, human resource and financial cost and would delay release to the client.

#### **Development and Leadership of Others**

- Does not have full time responsibility for the direct supervision of staff and is not generally involved in development and leadership responsibilities.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- Special precautions such as wearing a breathing apparatus is required as various chemical solutions are used which may be hazardous.
- There is limited likelihood for injury or occupational illness resulting from work if normal precautions are followed.
- There is constant exposure to undesirable environmental conditions such as noise from equipment, dirt, dust, hazardous chemicals, poisonous substances and odours.