

Job Class Profile: Photographic Technician**Pay Level: CG-21 Point Band: 340-363**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	2	3	3	2	2	2	1	3	
Points	93	33	19	14	60	43	41	21	32	356

JOB SUMMARY

The Photographic Technician performs technical work involving photographic reproduction and processing and direct photography. Work involves the performance of various photographic services including the reproduction and processing of photographs, aerial maps and the taking of pictures. Work includes the use of cameras and a variety of equipment used in the taking, developing, enlarging and editing of film.

Key and Periodic Activities

- Develops and prints a variety of photographs in accordance with standard photographic techniques; maintains production standards and varies processes and techniques to achieve desired results.
- Prepares and produces plans, diagrams, aerial maps, wall murals and other photographic reproductions utilizing a variety of techniques; enlarges and reduces photographs as necessary; copies old photographs, paintings and books for display or other reproduction purposes.
- Takes photographs of groups and individuals, public events, government building projects and activities and other public interest activities.
- Maintains photographic and darkroom equipment; mixes chemicals, assembles or assists in assembling new equipment.
- Provides lead direction or orientation for other technicians or trainees as required.

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

- Photography
- Darkroom procedures

Formal Education and/or Certification(s):

- Minimum: High School Diploma, preferably supplemented by some formal training in photography and darkroom procedures.

Years of Experience:

- Minimum: 1 year of experience.

Competencies:

- Operate cameras and related equipment

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to requests for photography services from supervisors and managers; asking questions to clarify the purpose of the requests and providing routine information and direction to other technicians and trainees as required.
- Communications occur with employees within the immediate work area department and throughout the organization and include supervisors and managers and any other staff requesting photography services.

EFFORT**Physical Effort**

- Work demands do not result in fatigue, requiring periods of rest.
- Lifting and moving cameras and related equipment to and from photographic opportunities including public and government events and activities.
- Work requires standing to provide photographic services at various events and activities. Occasionally required to work in awkward positions to take photographs. Some driving is required.
- Fine finger or precision is required to operate cameras which require controlled movement as well as to assemble new equipment.

Concentration

- **Visual concentration** is required to operate and maintain cameras and related processing equipment.
- **Auditory concentration** is required to listen to requests for photographic services.
- **Repetition requiring alertness** is required when mixing chemicals.
- **Control over pace of work** is impacted by requests for photographic services.
- **Eye hand coordination** is required to operate cameras and related processing equipment.
- **Exact results and precision** are required when mixing chemicals in a photographic laboratory; when preparing and producing plans, diagrams, aerial maps, wall murals and other photographic reproductions.

Complexity

- Work tasks and activities are typically similar/related in terms of the skills and knowledge used and tasks are well defined.
- Typical challenges relate to the performance of a various photographic services including the reproduction and processing of photographs, aerial maps and taking pictures at public and government events and activities.
- References available to address challenges include organizational policies and procedures, equipment operating manuals as well as other technicians, supervisors and managers.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work is performed independently with respect to techniques used but in accordance with established procedures. Work is assigned by an administrative superior who reviews work to ensure quality and adherence to instructions. — Independent decisions are made regarding the photographic techniques used. — Supervisory approval is required to sign-off on photographs to be used.
Impact
<ul style="list-style-type: none"> — Work is performed independently with respect to techniques used but in accordance with established procedures. Work is assigned by an administrative superior who reviews work to ensure quality and adherence to instructions. — Results of work tasks and activities are directly felt within the immediate work area and on those requesting the photographic services. Results of work tasks impact on material resources and equipment used in terms of cameras and darkroom processing equipment. — Consequences of mistakes or errors may lead to delays in processing and reproducing photographs.
Development and Leadership of Others
<ul style="list-style-type: none"> — Not responsible for the supervision of staff. — Development and leadership activities include providing lead direction or orientation for other technicians or trainees as required.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — Safety equipment and special precautions may be required when mixing chemicals. — Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injury or occupational illness resulting in partial or total disability. — Exposure to chemicals, fumes, limited ventilation and lighting when working in a photographic laboratory.