

1.1.13 VOCATIONAL TRAINING TECHNICIAN

Nature of the work

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

Characteristic functions

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

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

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

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

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

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

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

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

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

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

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

Required qualifications

Schooling

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

or

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