

Photographic Lab Technician II

DEFINITION

This is supervisory level work involving responsibility of a photographic laboratory.

Employees of this class provide technical advice and supervision of employees who are involved in the development and reproduction of a variety of negatives, prints and photographs suitable for court evidence, displays, training purposes and surveillance.

Incumbents are responsible for the servicing of processing equipment and are expected to develop and maintain systems for recording and filing negatives and photographs. Other requirements include the preparation of the annual budget, research and assessment of new products and equipment and provide training and advice concerning photographic techniques and the use of related equipment to departmental staff.

TYPICAL DUTIES*

Supervises and provides technical advice and training for assistant technicians. Prioritizes and oversees the completion of all work assignments. Completes annual assessment of assistant technicians.

Develops and reproduces various negatives, prints and photographs. Inspects finished work for adherence to standards of production and quality.

Manages the cleaning, adjusting and servicing of photographic processing equipment such as colour analyzers, dry mount presses, copy cameras, colour processors and colour enlargers. Monitors related inventory of chemicals, film, paper, etc.

Develops and maintains systems for recording and filing negatives and photographs.

Provides professional photographic services, training and advice for public relations assignments and aerial/surveillance photography. Advises Identification staff in the appropriate use of photographic equipment.

Prepares the annual laboratory budget. Maintains an inventory on all photographic equipment chemicals and supplies.

Researches and assesses new products and equipment within the photographic field.

Reproduces old photos and performs dry mounts.

Operates the video identification camera used for employee I.D. photos.

Mixes chemicals by weight or volume according to established procedures.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of photography, development and reproduction principles and practices.
Considerable knowledge of the policies, standards and regulations pertaining to the assigned work.
Ability to stay abreast of technological developments within the photographic industry.
Ability to communicate effectively in writing and orally.
Ability to plan and organize the work of subordinates.
Ability to instruct staff about photographic techniques and the use of related equipment.
Considerable skill in the use and maintenance of photographic processing equipment and materials.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a two (2) year photographic technology program as offered by a recognized institute of technology and a minimum of two years' photographic and photographic laboratory experience. Possession of a Class 5 Alberta Motor Vehicles Operator's License.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0745		0746	

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