

CUPE Job Codes

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CUPE JOB CODES

JOB CODES

Job codes have been created for the following reasons:

- To enable compensation, recruitment and retention research.
- To identify occupations and specializations within occupations for which core competencies may be required.
- To enable ease of salary administration.

CUPE occupations have been categorized into six “Families”, based on general similarities. These six families are:

- Finance and Revenue Work
- General Operational Work
- Human Services Work
- Program Support Work
- Scientific and Technological Work
- Building and Shop Trades Work

The first letter in the job code corresponds to the first letter in the family. The second and third letters of the job code represent the nature of work. For example, SME represents the following:

S = Scientific and Technological Work
ME = Medical Equipment

IN-SCOPE JOB CODES

There are 3 fields in MIDAS, each separated by a period . . .

1. The **first field** (segment one of the job code) is for the job code, and is always 3 digits – e.g. HCP.
2. The **second field** (segment two of the job code) is for the position code, and is always 3 digits – e.g. HTF.
3. The **third field** (segment three of the job code) is for the level of work and is two digits – e.g. WL (working level).

This code is expressed as: HCP.HTF.WL
(Human Services Family, Child Protection.Therapeutic Foster Care.Working level)

Not all occupations have position codes, in which case the code is expressed as:

FTA..WL

The third field, level of work is 2 letters (in-scope) as follows:

| <u>MIDAS Code</u> | <u>Description</u> |
|-------------------|----------------------|
| AS | Assistant Supervisor |
| CN | Consultant |
| AD | Assistant Director |
| RS | Regional Supervisor |
| SR | Supervisor |
| WL | Working Level |
| SP | Specialist |

FAMILY DEFINITIONS

Financial and Revenue Administration

The Financial and Revenue Administration family consists of positions which have as their primary responsibility the financial management and analysis activities including processing, monitoring, or auditing of revenue and/or expenditure transactions.. Examples of positions are those responsible for functions such as:

- Financial analysis in relation to departmental program operations.
- Recording or processing revenue, expenditure, or payroll transactions.
- Supervising financial reporting operations.
- Conducting financial audits to monitor and ensure legislative compliance under various acts, regulations and agreements.
- Conducting retail sales operations.

General Operations

The General Operations family consists of positions which have as their primary responsibility the upkeep, maintenance, or repair of grounds, equipment or buildings, or the provision of food services. Examples of positions are those responsible for functions such as:

- Housekeeping and cleaning services, including sewing and laundry.
- Operating and maintaining vehicles and equipment used in transporting goods or people, or in construction and maintenance.
- Maintaining grounds, buildings, highways, structures and facilities and associated auxiliary equipment.
- Heating, cooling and water treatment services for buildings and facilities.
- Preparing meals.

Human Services

The Human Services family consists of positions which have as their primary responsibility the care, treatment, or counselling of clients in order to restore, maintain, or enhance their social, physical, or mental functioning. Examples of positions are those responsible for functions such as:

- Therapy, crisis intervention and other services to individuals and/or families experiencing social or mental health dysfunction.
- General care, nursing, or psychiatric treatment.
- Clinical assistance to dentists, or dental hygienists.
- Performing psychological tests and psychological treatment services.
- Coordinating volunteers working in an institution and promoting understanding and acceptance of an institution's programs.

Program Support

The Program Support family consists of positions which have as their primary responsibility program administration, information processing, office administration, or record maintenance. Examples of positions included are those responsible for functions such as:

- Operating typewriters, word processors, computers, duplicators, or other office equipment.
- Entering, retrieving, or manipulating data using pre-packaged software programs.
- Keeping records, or creating, maintaining, storing, retrieving, or searching files.
- Examining, assessing, approving, coding, or processing documents such as claims, permits, applications, or surveys.
- Receiving, sorting, or distributing mail.
- Providing reception and general program information.
- Procuring, distributing, disposing of, or storing supplies, materials or equipment.
- Composing, compiling, or computing statistics, information, or documents.

Science and Technology

The Science and Technology family consists of positions which have as their primary responsibility testing or interpretive work in an applied science, or technical field. Examples of positions are those responsible for functions such as:

- Performing tests, or administrative duties relating to pharmacy, or the examination of biological materials.
- Performing analysis and/or programming of automated information systems.
- Repairing or maintaining medical equipment.

Building and Shop Trades

The Building and Shop Trades family consists of trade positions which have as their primary responsibility the construction, fabrication, alteration, installation, or repair of equipment, buildings or structures. Examples of positions are those responsible for functions such as:

- Repairing automobiles, trucks, tractors and heavy equipment associated with road construction and maintenance.
- Carpentry, electrical, plumbing, sheet metal, cement masonry, painting, tile setting or drywalling work, or other building and shop trades.

APPLICATION OF JOB CODES

1. Job code descriptors are not to be used to determine the classification level of job assignments.

The following descriptors are an outline of duties which may occur in a job. The full range of duties indicated in the job code description may not and need not appear in any given job assignment. Further, a job assignment will most certainly have numerous other duties.

In assigning a job code, consider both the primary purpose of the job and the qualification requirements.

2. Where new job assignments are created, new work is brought into the bargaining unit, or when recruitment, retention, or salary administration needs require specialization within an occupation, the Public Service Commission will determine if that work is part of an existing occupation and, if not, shall establish a new occupation and/or, if necessary, a specialty designation within an occupation.
3. When any new occupation is created, the parties shall negotiate whether it will be included in or excluded from the collective bargaining unit and, if included, the hours of work designation.
4. Core competencies developed for all occupations shall constitute the basis for the evaluation of the qualifications of any applicant. The required qualifications for any occupation, or job specialty will be established or amended by the Public Service Commission in consultation with the union.
5. As job codes are subject to change, the official copy shall be available through the Compensation Branch.

**CUPE
Job Code Descriptors**

An occupation shall be designated by 3 digits, as follows:

| Job Code | | Hours of Work Designation |
|----------|--|--------------------------------|
| 1. | <p>FAC Accounting Clerk</p> <p>Maintains accounting records by posting, adjusting or reversing entries such as cash, receivables, payables and trust accounts; reconciles and summarizes accounts; processes vouchers, expense claims, purchase orders, statements, invoices and payroll. May compile monthly or quarterly financial <i>reports</i>; may provide guidance to department staff regarding financial policy and procedures.</p> | Office 36 |
| 2. | <p>FSC Sales Clerk</p> <p>Operates the canteen for a large provincial institution; sells coffee, beverages, desserts, snacks and meal items from the menu; operates the cash register and balances cash and receipts; maintains cash float; orders and receives stock and balances invoices.</p> | Shift 37 1/3 Regular 37 1/3 |
| 3. | <p>GBK Baker</p> <p>Measures ingredients, mixes and bakes goods in quantities that meet requirements of a large provincial institution; assembles finished items for delivery to dining rooms; adheres to sanitation standards for equipment and baking area.</p> | Regular 37 1/3 Shift 37 1/3 |
| 4. | <p>GBU Beautician/Hairdresser</p> <p>In an institutional setting, washes, cuts and styles clients' hair; orders and maintains supplies; maintains cleanliness of shop; adheres to sanitation guidelines.</p> | Regular 37 1/3 Shift 37 1/3 |
| 5. | <p>GCK Cook</p> <p>In a camp or institutional setting, prepares, cooks and serves full course or short-order meals; includes measuring, mixing and cooking of ingredients, maintaining sanitary standards and cleaning work area. Example: BM 2</p> | Shift 37 1/3 Regular 37 1/3 |
| 6. | <p>GHM Equipment Operator</p> <p>Operates, services and maintains heavy equipment such as trucks, plow attachments, graders and front end loaders in the maintenance of grounds.</p> | Shift 37 1/3 Regular 37 1/3 |
| 7. | <p>GIC Housekeeper</p> <p>Cleans walls, floors, carpets, furniture and fixtures; operates manual and power cleaning equipment such as scrubbers, burnishers and vacuums; mixes disinfectants and chemicals; discards garbage. Example: BM 13</p> | Shift 37 1/3 Regular 37 1/3 |

| Job Code | | Hours of Work Designation |
|------------|---|--------------------------------|
| 8 | GIK Kitchen Worker Portions and serves meals and beverages; operates commercial food service equipment; collects and cleans used dishes and utensils; ensures cleanliness of eating and preparation areas and equipment. Example: BM 12 | Shift 37 1/3 Regular 37 1/3 |
| 9 | GIL Laundry Worker Operates a variety of equipment in the laundry (e.g., washer, dryer, iron); determines appropriate chemical mix, temperatures, weights and time cycle for each type of fabric and load size; conducts routine cleaning, inspection and maintenance of equipment; delivers laundry to and from cottages; monitors supply levels; performs general cleaning of work area. Example: BMs 27, 28 | Shift 37 1/3 |
| 10. | GIM Maintenance Worker Performs grounds and building maintenance (e.g., lawn care, snow removal, repair of broken glass or security locks); inspects and repairs electrical, mechanical, heating and plumbing equipment. Example: BM 9 | Reg 37 1/3 |
| 11. | GIW Security Worker Provides safety and security services for buildings and grounds for a large provincial institution during hours of minimal staff coverage; investigates and makes minor adjustments to mechanical equipment as directed by a Power Plant Engineer; operates radio system; writes out daily shift reports and removes/replaces oxygen tanks; conducts fire alarm and emergency transmitter tests. Example: BM 14 | Shift 37 1/3 Regular 37 1/3 |
| 12. | GKI Kitchen Worker Cleans, peels, chops, cuts and prepares vegetables; prepares vegetables for soups and finger food; orders and unloads pellets of fresh produce; cleans and sanitizes work area. | Shift 37 1/3 Regular 37 1/3 |
| 13. | GLL – Laundry Worker Performs, assigns and monitors laundry duties such as sorting, weighing of soiled laundry, washing and drying linen, operating laundry machinery, hanging clothing, prioritizing work, ensures quality and quantity standards met; determines appropriate chemical mix, temperatures, weights and time cycle for each type of fabric and load size; conducts routine cleaning, inspection and maintenance of equipment; delivers laundry to and from cottages; monitors supply levels; performs general cleaning of work area. | Shift 37 1/3 |
| 14. | GPH – Porter/Housekeeper Performs duties of both a Porter and a Housekeeper. | Shift 37 1/3 Regular 37 1/3 |

| Job Code | | Hours of Work Designation |
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| 15. | GPT Porter Transports goods within a large provincial institution; loads, unloads and transports goods (e.g., pharmaceuticals and cottage supplies) and assets (e.g., furniture, equipment, mattresses); operates and maintains a tugger used for transporting goods. | Shift 37 1/3 Regular 37 1/3 |
| 16. | GSW Sewing Room Manufactures, alters and repairs articles of clothing and linens for residents and staff in a large provincial institution and for outside contracts; measures and fits uniforms for staff and outside contracts; may supervise staff performing sewing and mending services. Example: BM 22 | Regular 37 1/3 Shift 37 1/3 |
| 17. | GTD Transport Driver Operates single or tandem axle trucks or semi trailer units; loads and unloads materials; checks material against invoices or packing slips; services and performs safety checks on vehicles; may operator tractors, forklifts or front-end loaders to load and unload materials. | Shift 37 1/3 |
| 18. | GUP Upholsterer Repairs or reconditions worn furniture by removing worn covering, repairing springs or applying padding; repairs and/or manufactures mattresses, drapes, slipcovers and canvas or leather articles; operates hand tools and mattress sterilizer. | Regular 37 1/3 Shift 37 1/3 |
| 19. | GWL Laundry Worker Performs, assigns and monitors laundry duties such as sorting, weighing of soiled laundry, washing and drying linen, operating laundry machinery, hanging clothing, prioritizing work, ensures quality and quantity standards met; determines appropriate chemical mix, temperatures, weights and time cycle for each type of fabric and load size; conducts routine cleaning, inspection and maintenance of equipment; delivers laundry to and from cottages; monitors supply levels; performs general cleaning of work area. | Shift 37 1/3 |
| 20. | HBT Behaviour Therapist Implements programs which provide behaviour management skills to clients in areas of physical and verbal aggression, anger management and anxiety reduction; may design, supervise and monitor behavioural intervention strategies, assessment systems and client behavioural treatment programs. | Regular 37 1/3 Shift 37 1/3 Field 37 1/3 |
| 21. | HBW Behavioural Therapy Worker Implements programs which provide behaviour management skills to clients in areas of physical and verbal aggression, anger management and anxiety reduction; may monitor behavioural intervention strategies, assessment systems and client behavioural treatment programs. | Regular 37 1/3 Shift 37 1/3 Field 37 1/3 |

| Job Code | | Hours of Work Designation |
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| 22. | HDA Dental Assistant Performs dental procedures such as taking and mounting X-rays, taking impressions, handing instruments to dentist and mixing materials as needed during procedures; ensures leaning and sanitation of x-ray machine, instruments, sterilizers and ultrasonic cleaner; schedules appointments; updates patient progress notes. | Office 36 |
| 23. | HDC Staff Development Co-ordinator Asseses educational needs and co-ordinates and/or delivers staff development activities. | Regular 37 1/3 |
| 24. | HDN Dietician Provides information and advice to resident care staff and food services staff for a large provincial institution regarding the nutritional treatment of residents; responds to inquiries regarding diet changes, nutritional requirements and nutritional treatments for residents; attends care plan meetings, updates progress notes and sets nutritional goals and interventions for residents. | Regular 37 1/3 |
| 25. | HEN Employee Health Nurse Provides health care services to employees; sets up return to work programs for employees receiving WCB benefits; reviews OH&S accident reports. | Shift 37 1/3 Regular 37 1/3 |
| 26. | HGA Group Activities Aide Provides direct personal care to residents, including hygiene, grooming, feeding and dressing; observes and reports changes in residents' condition and behaviour; collects data and specimens, including taking and recording temperature, pulse, respiration, tape tests and collection of urine specimens. Example: BM 3 | Shift 37 1/3 Regular 37 1/3 Field 37 1/3 |
| 27. | HIT Crisis Intervention Worker Develops, implements and coordinates specialized supports for individuals with complex needs and service providers who support those individuals. Creates community capacity to support individuals with complex needs. Collaborates with services such as Mental Health, Corrections and therapeutic practitioners in the provision of complex needs supports for person with intellectual disabilities. | Regular 37 1/3 Shift 37 1/3 Field 37 1/3 |
| 28. | HLP Licensed Practical Nurse In collaboration with a nursing team, typically provides licenced practical nursing care to implement therapeutic, preventative, diagnostic and rehabilitative measures to patients; participates in the assessment, implementation, planning and evaluation of patient care; maintains records of observation, nursing care delivered and patient responses; arranges for referrals with community health care service providers. | Shift 37 1/3 Regular 37 1/3 |

| Job Code | | Hours of Work Designation |
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| 29. | <p>HMT Music Therapist</p> <p>Designs, implements and supervises music therapy programs for residents in a large provincial institution.</p> | <p>Shift 37 1/3 Regular 37 1/3 Field 37 1/3</p> |
| 30. | <p>HOT Occupational Therapist</p> <p>Assesses the physical and functional needs of residents in a large provincial institution; applies soft, hard, static and formed splints in order to administer range of motion and flexion and extension exercises; instructs and assists residents with utilizing mealtime utensils; instructs residents in using long canes, walkers and electric wheelchairs; may develop treatment programs in meal management, seating, specialized equipment used for transfer, restraint methods, devices to maintain or improve range of motion and function level, mobility; may supervise staff delivering job therapy programs.</p> | <p>Regular 37 1/3 Shift 37 1/3 Field 37 1/3</p> |
| 31. | <p>HOW Occupational Therapy Worker</p> <p>Assesses the physical and functional needs of residents in a large provincial institution; applies soft, hard, static and formed splints in order to administer range of motion and flexion and extension exercises; instructs and assists residents with utilizing mealtime utensils; instructs residents in using long canes, walkers and electric wheelchairs. Example: BM 18</p> | <p>Regular 37 1/3 Shift 37 1/3 Field 37 1/3</p> |
| 32. | <p>HPC Program Consultant</p> <p>Researches, develops and plans and implements policies, strategies and programs related to cognitive disabilities. Provide direction, consultation and advice to ministerial staff, clients, advocates, community stakeholder regarding policies and programs.</p> | <p>Field 37 1/3 Shift 37 1/3 Field 37 1/3</p> |
| 33. | <p>HPS Community Services Worker</p> <p>Develops and supports residential, educational and vocational services to meet the needs of mentally disabled clients including those with high needs and their families living in the community; provides ongoing case management support; develops, guides and supports third-party social service agencies or private service providers; responds to client and community complaints; ensures compliance with departmental standards, policies and procedures. Example: BMs 21, 25</p> | <p>Field 37 1/3</p> |
| 34. | <p>HPT Physical Therapist</p> <p>Provides range of motion, walking exercises, standing tolerance and spa therapy to residents during physical therapy sessions; operates equipment such as mechanical lift, walkers, tilt tables, spa; may assess needs of residents, evaluate care programs and modify or create new therapy programs to meet special needs of clients; may supervise staff in the delivery of physical therapy programs.</p> | <p>Regular 37 1/3 Shift 37 1/3 Field 37 1/3</p> |

| Job Code | | Hours of Work Designation |
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| 35. | <p>HPW Physical Therapy Worker</p> <p>Provides range of motion, walking exercises, standing tolerance and spa therapy to residents during physical therapy sessions; operates equipment such as mechanical lift, walkers, tilt tables, spa; assesses, treats and monitors residents who require respiratory therapy (e.g., postural drainage, chest percussion, breathing and coughing exercises); sterilizes nebulizers, suction apparatus, masks and oxygen equipment.</p> | <p>Regular 37 1/3 Shift 37 1/3 Field 37 1/3</p> |
| 36. | <p>HRT Recreational Therapist</p> <p>Monitors/assists residents during recreational activities such as bowling, fishing, dancing and swimming; updates residents' care plan submissions; may assess needs of residents, evaluate care programs and modify or create new therapy programs to meet special needs of clients; may supervise others in the delivery of recreational activities.</p> | <p>Shift 37 1/3 Regular 37 1/3 Field 37 1/3</p> |
| 37. | <p>HRW Recreational Therapy Worker</p> <p>Monitors/assists residents during recreational activities such as bowling, fishing, dancing and swimming; updates residents' care plan submissions; may supervise others in the delivery of recreational activities. Example BM17</p> | <p>Shift 37 1/3 Regular 37 1/3 Field 37 1/3</p> |
| 38. | <p>HTC Program Development Consultant</p> <p>Provides consultative, training, assessment and program services to governmental and community-based agencies, families and service providers on behalf of, and to enhance the lives of, individuals with intellectual disabilities; develops, establishes and evaluates behavioural intervention strategies; conducts behaviour analysis and risk assessments for sexual offenders released into the community; develops, maintains and revises treatment and maintenance plans for sexual offending clients and delivers treatment models through individual and group counselling sessions; develops, establishes, teaches and evaluates training programs for service delivery staff. Example: BM 20</p> | <p>Regular 37 1/3 Shift 37 1/3 Field 37 1/3</p> |
| 39. | <p>HTW Community Outreach Worker</p> <p>Provides residential, educational and vocational services to meet the needs of mentally disabled clients including those with high needs and their families living in the community; supports third-party social service agencies or private service providers; responds to client and community complaints; ensures compliance with departmental standards, policies and procedures.</p> | <p>Field 37 1/3</p> |
| 40. | <p>HVL Co-ordinator of Volunteer and Pastoral Services</p> <p>Co-ordinates volunteer services for a large provincial institution by conducting interviews, placements, scheduling and evaluating volunteers; co-ordinates pastoral services such as funerals, annual memorial service and church services; co-ordinates special events such as family picnic, jamboree and family dinner, volunteer appreciation tea.</p> | <p>Field 37 1/3</p> |

| Job Code | | Hours of Work Designation |
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| 41. | <p>HVT Vocational Therapist</p> <p>Monitors and ensures the safety of residents performing duties in vocational training programs at a large provincial institution; provides job coaching for residents developing vocational skills such as towel folding, bed making, baking and the stripping of electrical wires; may design, implement and monitor vocational programs; may supervise staff delivering vocational therapy programs. Example: BM 19</p> | <p>Regular 37 1/3 Shift 37 1/3 Field 37 1/3</p> |
| 42. | <p>HVW Vocational Therapy Worker</p> <p>Monitors and ensures the safety of residents performing duties in vocational training programs at a large provincial institution; provides job coaching for residents developing vocational skills such as towel folding, bed making, baking and the stripping of electrical wires.</p> | <p>Regular 37 1/3 Shift 37 1/3 Field 37 1/3</p> |
| 43. | <p>HWN Nurse</p> <p>Observes and monitors clients' vital signs and updates charts and records; performs nursing treatments such as administering prescribed medications, applying dressings; provides personal hygiene care and advice; participates in development and implementation of care plan goals and orders medications and treatment supplies from the pharmacy. Example: BMs 7, 11</p> | <p>Shift 37 1/3 Regular 37 1/3</p> |
| 44. | <p>PCL Clerk Switchboard Operator</p> <p>Performs receptionist duties including answering/redirecting inquiries, directing visitors and assisting with the completion of application forms. Word processes, photocopies, faxes, distributes incoming and outgoing mail and courier packages and books meeting rooms.</p> | <p>Office 36 Shift 37 1/3 Regular 37 1/3</p> |
| 45. | <p>PDP Document Processing</p> <p>Maintains records or files of activities such as accounts, court records, or payroll; compiles reports; reviews or processes statements or applications and follows up on discrepancies; provides information to the department or public regarding department programs including issuance of permits, licenses, applications or grants; may type or compose letters using word processors or prepare other documents using databases, spreadsheets, or the Internet. Example: BM 26</p> | <p>Office 36</p> |
| 46. | <p>PMR Medical Records</p> <p>Establishes and maintains health records and files in accordance with professional standards; implements retention and destruction policies for health information; maintains automated Resident Information System; performs quality improvement audits within the department; maintains a library service; compiles reports; word processes memos, letters and documents; performs reception duties.</p> | <p>Office 36</p> |

| Job Code | | Hours of Work Designation |
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| 47. | PSC Secretary Word processes various documents such as letters and memos; maintains databases, runs reports and creates spreadsheets; may perform research on the Internet or create web pages using HTML; receives and distributes incoming and outgoing mail and office supplies; responds to and refers inquiries; files and updates filing systems; schedules meetings and travel arrangements; performs reception duties and may track budget expenditures and process invoices. Example: BM 1 | Office 36 Shift 37 1/3 Regular 37 1/3 |
| 48. | PSG Secretary Word processes various documents such as letters and memos; maintains databases, receives and distributes incoming and outgoing mail and office supplies; responds to and refers inquiries; transcribes minutes and correspondence, documents. | Office 36 Shift 37 1/3 Regular 37 1/3 |
| 49. | PSK Stockkeeper Purchases, receives, organizes and distributes departmental equipment, supplies and/or uniforms; updates and maintains automated inventory tracking system; manages yearly inventory-taking process and balances results against automated records; reviews tender submissions from suppliers and recommends suitable vendors and responds to inquiries regarding policies, procedures and financial guidelines related to purchasing, supplies, CVAs and equipment specifications. Example: BM 15 | Office 36 |
| 50. | PST Storekeeper Manages purchasing, receiving, storage, inventory control, issuing and shipping of all products and supplies; supervises staff providing inventory and transportation services; monitors and modifies the automated inventory system; forecasts budget. Example: BM 16 | Office 36 |
| 51. | SLT Lab Technician Performs, interprets and reports results of lab tests; researches, tests and recommends implementation of new testing methods; operates and maintains testing equipment. Example: BM 6 | Office 36 |
| 52. | SME Medical Equipment Technician Inspects, repairs, modifies, maintains and installs medical equipment; designs and implements medical equipment procurement procedures; provides technical advice to suppliers and manufacturers. | Regular 37 1/3 Shift 37 1/3 |

| Job Code | | Hours of Work Designation |
|------------|--|---------------------------|
| 53. | SNW Network Support Technician Resolves operating problems users experience with network access, peripheral devices, desktop micros, application systems and pre-written software packages; does not typically have an assigned area of responsibility for which configuration duties are independently performed. | Office 36 |
| 54. | SPH Pharmacist Develops criteria and reviews requests for coverage of non-formulary prescriptions; establishes and updates narcotic control systems; answers consumer and general inquiries; maintains drug information files for use of other pharmacists. | Office 36 |
| 55. | SXR X-Ray Technician Performs and processes X-rays and reports findings to physician. | Office 36 |
| 56. | TAA Trades Apprentice Performs work relating to a recognized trade program (e.g. mechanics, carpentry, electrical, welding) while working towards a Journey Certificate. | Reg 37 1/3 |
| 57. | TJA Journeyperson Mechanic Performs mechanical work at the journeyperson level such as light vehicle and equipment repair or industrial mechanics. | Reg 37 1/3 |
| 58. | TJB Journeyperson Bricklayer/Plasterer Performs bricklaying and/or plastering duties at the journeyperson level such as applying plaster, repairing or constructing brick structures. | Reg 37 1/3 |
| 59. | TJC Journeyperson Carpenter Performs carpentry duties at the journeyperson level such as constructing wooden buildings, sheds, tables, or shelves. Example: BM 5 | Reg 37 1/3 |
| 60. | TJE Journeyperson Electrician Performs electrical repair duties requiring journeyperson status such as electrical wiring, circuit or outlet installation. | Reg 37 1/3 |

| Job Code | | Hours of Work Designation |
|----------|---|---------------------------|
| 61. | TJI Journeyperson Painter Performs painting duties requiring journeyperson status such as preparing surfaces or applying paint and decorative finishes. | Reg 37 1/3 |
| 62. | TJM Supervisory Journeyperson Supervises subordinate journeypersons; performs journeyperson-status duties in applicable trade. Example: BM 8 | Reg 37 1/3 |
| 63. | TJP Journeyperson Plumber Performs plumbing duties requiring journeyperson status such as installing, replacing or maintaining water and sewage systems in residential, commercial and industrial buildings. | Reg 37 1/3 |
| 64. | TPP Power Plant Engineer Ensures steam and hot water boilers are operating at maximum efficiency; operates air conditioning and ventilation systems, resets motors; performs maintenance and repair duties. Example: BM 4 | Reg 37 1/3 |
| 65. | TTH Trades Helper Provides manual labour and semi-skilled support to senior workers in the applicable trade (e.g. care and maintenance of trade-related equipment, delivers materials, supplies, tools and equipment or carries out the installation/removal of machinery, materials and equipment). | Reg 37 1/3 |
| 66. | TTP Trades Person Performs the majority of the duties of a trade with the exception of those requiring journeyperson certification. | Reg 37 1/3 |