

# Task Listing

|  |  |  |  |  |  |  |  |  |  | Job Titles       |                 |                     |             |   | Tasks Included In Each Job |                                   |  |  |  |
|--|--|--|--|--|--|--|--|--|--|------------------|-----------------|---------------------|-------------|---|----------------------------|-----------------------------------|--|--|--|
|  |  |  |  |  |  |  |  |  |  | Plant Supervisor | Redi-mix Driver | Wash Plant Operator | Day Laborer |   |                            |                                   |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 | X                   |             |   |                            | Operate Front-end Loader          |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 |                     |             |   |                            | Operate Fork Lift Truck           |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 |                     |             |   |                            | Operate Redi-mix Truck            |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 |                     |             |   |                            | Operate Company Truck             |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 |                     |             |   |                            | Operate Block Truck               |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 |                     |             |   |                            | Operate End-Dump                  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 |                     |             |   |                            | Operate Bulker                    |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                | X               |                     |             |   |                            | Welding/Cutting/Brazing           |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                | X               | X                   | X           | X |                            | Material Handling                 |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                | X               |                     | X           | X |                            | Hand Tools                        |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                | X               | X                   | X           | X |                            | Housekeeping/Cleanup              |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                | X               |                     |             | X | X                          | Inventory/Distribute Materials    |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 |                     |             |   |                            | Maintain Heavy Equipment          |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 |                     |             |   |                            | Repair Heavy Equipment            |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 |                     |             |   |                            | Maintain Machinery                |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 |                     |             |   |                            | Repair Machinery                  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                | X               | X                   |             |   | X                          | Fuel Vehicles/Equipment           |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                | X               |                     |             |   | X                          | Install/Repair Electrical Devices |  |  |  |
|  |  |  |  |  |  |  |  |  |  |                  |                 |                     |             |   | X                          | Blow Off Materials in Bulker      |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                |                 |                     |             |   | X                          | Silo Maintenance                  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | X                | X               |                     |             |   | X                          | Handle Hazardous Materials        |  |  |  |
|  |  |  |  |  |  |  |  |  |  |                  |                 |                     |             |   |                            | Enter Confined Spaces             |  |  |  |
|  |  |  |  |  |  |  |  |  |  |                  |                 |                     |             |   |                            | Wear Respiratory Devices          |  |  |  |

**This fictitious company has developed a task sheet for positions at their plant.**

Using the **Day Laborer** as an example, it has been determined that this position's only assigned tasks are:

- welding/cutting/brazing
- materials handling
- hand tools
- housekeeping/cleanup
- inventory/distribute materials
- fuel vehicles/equipment
- install repair electrical devices
- handle hazardous materials

It is important to note that this person, while they may fuel vehicles and equipment, **they are not authorized enter, operate or move any of the vehicles; and must have new task training prior to doing so.**

Make sure that you have investigated each job, task and condition thoroughly!

**Encourage input from your miners in task development.**

