

ABC Widget Oilfield Services Ltd – POSITION INVENTORY & TASK LIST

Task List	Positions and/or Disciplines								
	Management	Administrative	Sales	Safety	Shop Supervisor	Machinist	Welder	Shop Labourer	Etc...
Office work	✓	✓							
Operate vehicle	✓	✓	✓	✓	✓				
Refuel - gas	✓	✓	✓						
Refuel - diesel				✓	✓				
Operate hand-held electric tools					✓	✓	✓	✓	
Operate stationary electric tools					✓	✓	✓	✓	
Operate jib crane					✓	✓	✓		
Operate cutting torch					✓	✓	✓		
Operate hand grinder					✓	✓	✓	✓	
Etc...									