ENFORM JOB INVENTORY AND TASK LIST

FHA #	JOB INVENTORY (HORIZONTAL) AND TASK LIST (VERTICAL)	CEO	COO	HR/Office Manager	Reception	Accounts Pay/Rec	Purchasing	sales	Safety Coordinator	Shop Supervisor	Field Supervisor	Machinist	Welder	shop labourer	Janitorial	Field Service Tech	Field Labourer
	Disciplines(if applicable)	**Management**			**Administrative**				Supervisor			**Shop**				Field	
FHA-01	Office work	x	x	x	x	x	x	x	x	x	x						
FHA-02	Operate vehicle	x	x			x	x	x	x	x	x					x	
FHA-03	Refuel - gas	x	x			x	x	x									
FHA-04	Refuel - diesel								x	x	x					x	
FHA-05	Operate hand-held electric tools									x	x	x	x	x	x	x	x
FHA-06	Operate stationary electric tools									x	x	x	x	x		x	x
FHA-07	Operate jib crane									x		x	x	x			
FHA -08	Operate cutting torch									x	x	x	x			x	x
FHA-09	Operate hand grinder									x	x	x	x			x	x