

## <company> – POSITION INVENTORY & TASK LIST

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Task List	Positions and/or Disciplines (***Could also be by department)								
	Management	Administrative	Sales	Safety	Shop Supervisor	Machinist	Welder	Shop Laborer	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....									