



Essential Skills Task Examples

Reading Text

- *Carpenters* read project specifications to understand project requirements
- *Machinists* read entries in supplier catalogues to obtain information about new tools

Document Use

- *Refrigeration and Air Conditioning Technicians* analyze temperature graphs of refrigerated unit sensors over a two-week period to diagnose equipment problems
- *Construction electricians* read tables, charts and catalogues when ordering material, products or parts for a job

Writing

- *Ironworkers* write descriptions and explanations on forms. They complete incident/accident forms to describe accidents, injuries incurred and required follow-up actions
- *Welders* fill in invoice forms or reports for employers with tasks completed, materials used, hours worked and amount to charge customers.

Numeracy

- *Public works maintenance equipment operators* schedule garbage routes and pickups on a weekly basis, taking into account the times of high traffic volume, seasonal variations in loads and landfill closing times (Scheduling, Budgeting & Accounting Math)
- *Truck drivers* calculate gas consumption and mileage and compare these readings to tables indicating average consumption for various types of vehicles (Data Analysis Math)
- *Sewing machine technicians* calculate labour charges by multiplying their hourly rate by the number of hours required to repair each sewing machine and finding a total (Money Math)

Oral Communication

- *Motor vehicle assembly supervisors* lead daily production meetings with work crews to recap and review production data and quality concerns
- *Information system analyst and consultants* discuss task lists, schedules and workloads with co-workers and colleagues

Thinking Skills

- *Transport trailer technicians* may encounter a trailer with water damage on the inside of a trailer. They first determine the source of the problem from a number of possibilities. If they believe there is a crack or hole, they will

use a hose to spray water on the outside of the trailer and look for the source of the leak on the inside. They will then make the necessary repairs (Problem Solving)

- *Underground mine service and support workers* decide how to get materials to assignment locations. When unable to travel through the level above or below, they may gain access by drilling holes or cutting with torches (Decision Making)

Working with Others

- *Librarians* work independently, staffing various circulation and reference desks, researching specific topics, cataloguing new acquisitions and instructing computer orientation classes. They coordinate job tasks with technicians, assistants and volunteers

Computer Use

- *Registered nurses* use communications software. For example, they use e-mail to send and receive health-related attachments and documents

Continuous Learning

- *Letter carriers* have an ongoing need to learn. This learning relates particularly to new procedures and services. Learning primarily occurs through on-the-job experience, independent reading and by talking with supervisors and co-workers. They occasionally watch videos or participate in formal courses, on topics such as driving, first aid or public relations