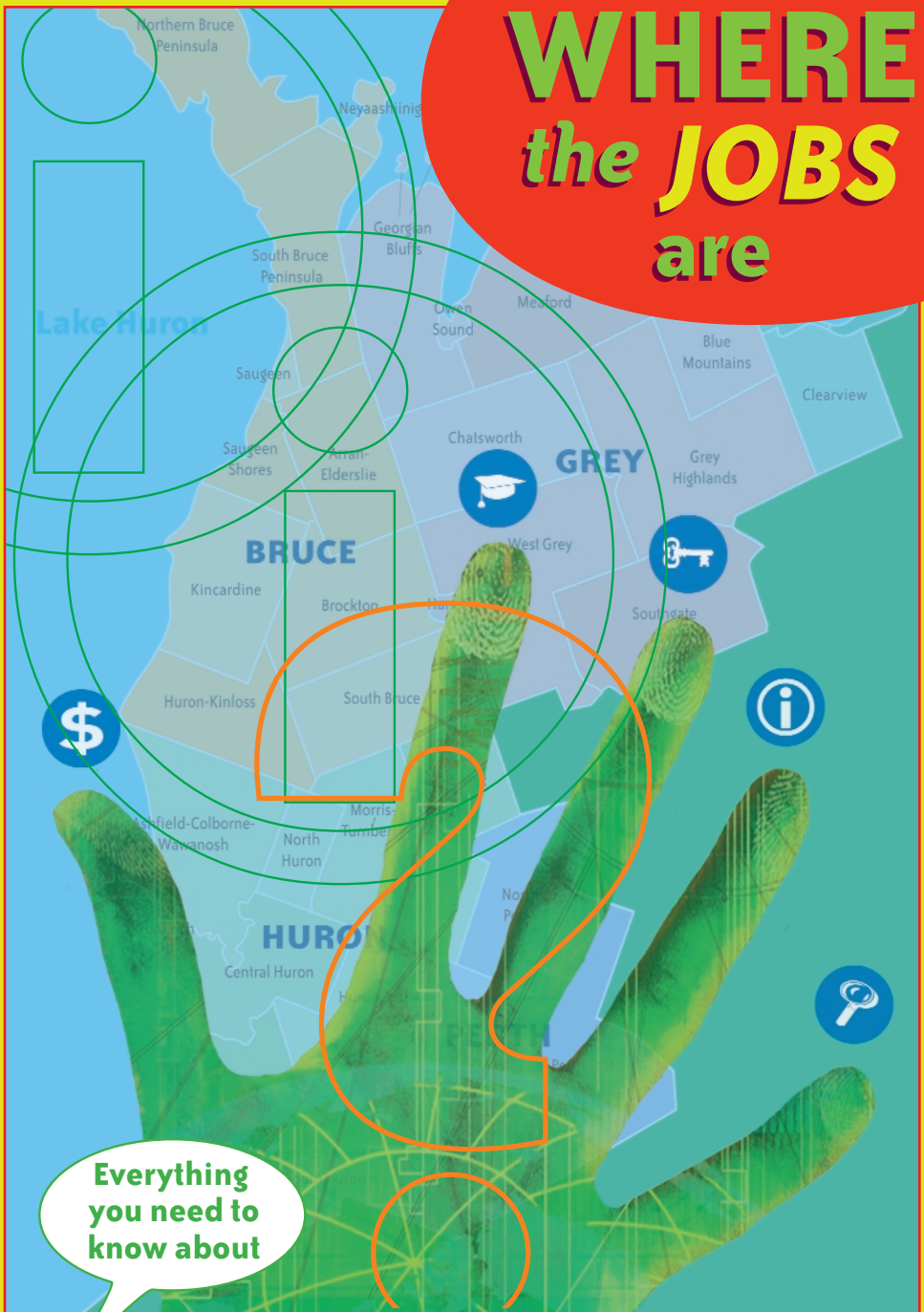


WHERE *the* **JOB**S are



The **TOP 50** Occupations in Bruce,
Grey, Huron, Perth and West Simcoe

WHERE *the* **JOBS** **are**

An Introduction

The Ontario Native Literacy Coalition (ONLC) is very pleased to have partnered with the Bruce Grey Huron Perth Georgian Triangle (BGHPGT) Training Board to produce this resource.

‘Where the Jobs are’ expands on the Training Board’s original Top 50 Jobs listing by providing complete profiles for each occupation using information provided by local employers.

We hope this resource will be a valuable tool for employers, career counsellors, educators, and all those who are looking to train, or retrain, for good, sustainable jobs in this area. Over time there will inevitably be some shift in the top 50 occupations and/or the order they rank in but the basic information contained in this resource should continue to be useful for many years to come.

We would like to thank all the employers who provided the local information used in these occupational profiles and acknowledge the support of Chambers of Commerce across Bruce, Grey, Huron, Perth and Simcoe Counties. Without their help this resource would not have been possible.

We would also like to recognize the assistance of Mike Elliott, Labour Market Information Analyst with Service Canada in Owen Sound. His support of this project and guidance during the initial design process was most appreciated.

Finally we would like to thank the Ministry of Training, Colleges and Universities and Service Canada for providing the funding that allowed this resource to be researched and produced.

Canada 

 Ontario

The Ontario Native Literacy Coalition

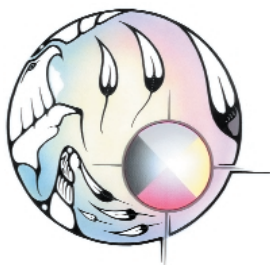
The Ontario Native Literacy Coalition (ONLC) is a non-profit, charitable organization, based in Owen Sound, Ontario, that has been incorporated since 1988. It is a provincial networking and field development organization that supports and serves Native literacy practitioners (educators) and learners in a wide variety of urban and remote locations in Ontario.

As an organization the ONLC envisions a culturally relevant organization that provides sustainable and consistent leadership to Native literacy programs in the province of Ontario.

The Coalition provides information, support and training to Native literacy practitioners who work with adults wanting to improve their skills and knowledge for personal or employment-related reasons. This can include help with computer training, workforce preparation, essential skills training, and pre-apprenticeship upgrading, as well as improving basics like reading, writing, oral communication and math.

Services provided by the ONLC include regular practitioner training, conferences and networking opportunities, research and development projects, on-site program support, cultural sensitivity training, community awareness presentations, newsletter and electronic updates, and toll free information and referral service.

More information on the Ontario Native Literacy Coalition can be found at www.onlc.ca or by calling 519-371-5594 or 800-971-2255.



The Bruce Grey Huron Perth Georgian Triangle Training Board

The Bruce Grey Huron Perth Georgian Triangle Training Board is a non-profit organization, and services a population of approximately 320,000 across five counties. In its ninth successful year of operation, The Training Board receives provincial and federal funding to engage local communities in identifying and implementing local solutions to local labour market issues. The Training Board identifies and disseminates labour market information, and develops partnerships with local stakeholders to address complex local labour market issues.

The Training Board offers a unique and critical networking opportunity between stakeholders and labour market partners that might not otherwise have a chance to interact or find solutions together. Since 1999, Local Boards province-wide have initiated, led and completed well over 700 partnership activities, involving over 2000 different organizations.

For more information on the Bruce Grey Huron Perth Georgian Triangle Training Board, please visit www.trainingboard.ca or call 1-888-774-1468.



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The Top 50 Occupations

(ranked in descending order)

- 1** **Farmers & Farm Managers** NOC 8251
- 2** **Retail Salespersons & Sales Clerks** NOC 6421
- 3** **General Farm Workers** NOC 8431
- 4** **Retail Trade Managers** NOC 0621
- 5** **Truck Drivers** NOC 7411
- 6** **Food Counter Attendants, Kitchen Helpers & related occupations**
NOC 6641
- 7** **Elementary School & Kindergarten Teachers** NOC 4142
- 8** **Registered Nurses** NOC 3152
- 9** **Secretaries (except legal and medical)** NOC 1241
- 10** **Cashiers** NOC 6611
- 11** **Food & Beverage Servers** NOC 6453
- 12** **Janitors, Caretakers & Building Superintendents** NOC 6663
- 13** **Motor Vehicle Assemblers, Inspectors & Testers** NOC 9482
- 14** **Cooks** NOC 6242
- 15** **Carpenters** NOC 7271
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- 17** **Light Duty Cleaners** NOC 6661
- 18** **General Office Clerks** NOC 1411
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- 20** **Automotive Service Technicians, Truck Mechanics & Mechanical Repairs** NOC 7321
- 21** **Secondary School Teachers** NOC 4141
- 22** **Bookkeepers** NOC 1231
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- 24** **Landscaping & Grounds Maintenance Labourers** NOC 8612
- 25** **Grocery Clerks & Store Shelf Stockers** NOC 6622

The Top 50 Occupations

(ranked in descending order)

- 26** Visiting Homemakers, Housekeepers & related occupations
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- 27** Labourers in food, beverage & tobacco processing NOC 9617
- 28** Sales Representatives, Wholesale Trade (non-technical) NOC 6411
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- 30** Welders & related Machine Operators NOC 7265
- 31** Restaurant & Food Service Managers NOC 0631
- 32** Babysitter, Nannies & Parents' Helpers NOC 6474
- 33** Hairstylists & Barbers NOC 6271
- 34** Heavy Equipment Operators (except crane) NOC 7421
- 35** Construction Millwrights & Industrial Mechanics (except textile)
NOC 7311
- 36** Manufacturing Managers NOC 0911
- 37** Receptionists & Switchboard Operators NOC 1414
- 38** Sales, Marketing & Advertising Managers NOC 0611
- 39** Financial Auditors & Accountants NOC 1111
- 40** Customer Service, Information & related clerks NOC 1453
- 41** Accounting & related clerks NOC 1431
- 42** Delivery & Courier Service Drivers NOC 7414
- 43** Machinists and Machining & Tooling Inspectors NOC 7231
- 44** Shippers & receivers NOC 1471
- 45** Early Childhood Educators & Assistants NOC 4214
- 46** Electricians (except industrial and power system) NOC 7241
- 47** Customer Service Representatives – financial services NOC 1433
- 48** Elementary & Secondary School Teacher Assistants NOC 6472
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- 50** Other Labourers in processing, manufacturing & utilities NOC 9619

Essential Skills ...are Everyday Skills

Nine Essential Skills:

- **Reading text**
- **Document use**
- **Writing**
- **Numeracy**
- **Oral communication**
- **Thinking skills** (*including Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory and Finding information*)
- **Working with others**
- **Computer use**
- **Continuous learning**

Ideas, talent, experience and drive. Canadians have the attributes to participate successfully in a knowledge society and a global economy. In order to successfully put all these qualities together for enjoyment and productivity in our life and in our work, we need another vital ingredient – Essential Skills.

We use Essential Skills every day without even thinking about them: to take part in activities of daily living and to do the tasks required in our job. Essential Skills are the basic building blocks we use to learn other, more complicated skills. Having a groundwork in Essential Skills helps us to adapt to life and workplace changes. That is why they are called Essential Skills.

Essential Skills are needed in virtually all daily activities and occupations – however, they may not all be used at the same time. They are different from technical skills because they are transferable from occupation to occupation, from school to work and from one task to another. For example, both a computer programmer and a child care worker need and use writing skills. If they decide to change jobs, they would not have to learn new writing skills. The skill itself does not change – however, the complexity and how often the skill is used may vary. The child care worker may fill out attendance forms every day, while the computer programmer may update the company's annual technical manual.

Taken from: "Meeting the Challenge: A Guide to Working with Essential Skills", Human Resources and Skills Development Canada.

Accounting & related clerks

NOC 1431



Snapshot

Accounting and related clerks calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to established procedures.

Other titles

accounting clerk

accounts receivable clerk

billing clerk

costing clerk

finance clerk

income tax return preparer

ledger clerk

accounts payable clerk

audit clerk

budget clerk

deposit clerk

freight-rate clerk

invoice clerk

tax clerk



What they do

Accounting and related clerks perform some or all of the following duties:

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system
- Compile budget data and documents based on estimated revenues and expenses and previous budgets
- Prepare period or cost statements or reports
- Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.

Accounting & related clerks



Education

- A grade 12 Diploma (OSSD) or GED is usually required.
- Some employers may require completion of college or other courses in accounting, bookkeeping or computer operation.
- Depending on the employer, accounting clerks may need to be bondable.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Technical Skills

You will need to be able to perform general office duties and clerical duties such as maintaining filing and record systems. Potential employees will also need to be able to answer customer inquiries and manage accounts receivable.

You will need to know how to type, use computers and general office equipment and be able to use electronic mail programs and work with Excel.

Your chances of being hired will be better if you have training in computerized accounting, inventory, and billing systems.



Essential Skills

Numeracy (math skills)

Good oral & written communication skills

Thinking Skills - Critical Thinking, Problem Solving

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Good time management skills Computer skills

Able to work with others/Teamwork

Accounting & related clerks



Wages

According to local employers, hourly salaries in this area range from a low of \$11.00 to a high of \$19.90. The local average hourly wage in this area is \$15.40, compared with the provincial average of \$14.84.



Future Prospects

Stable to good



Who hires?

A wide range of employers in both the private and public sectors hire Accounting & related clerks. Generally businesses that are large enough to have an office staff will have at least one person in this type of job.



Rating

#41 OF 50 TOP JOBS

Administrative Officers

NOC 1221



Snapshot

Administrative officers oversee and implement administrative procedures, establish work priorities and co-ordinate the acquisition of administrative services such as office space, supplies and security services.

Other titles

access to information and privacy officer

forms management officer

records analyst – access to information

requirements officer – military

university admissions officer

administrative services co-ordinator

liaison officer

administrative officer

office administrator

office manager



What they do

Administrative officers perform some or all of the following duties:

- Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures
- Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed
- Carry out administrative activities associated with admissions to post-secondary educational institutions
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Co-ordinate and plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assist in preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence.

Administrative Officers



Education

- A grade 12 Diploma (OSSD) or GED is required.
- A university degree or college diploma in business or public administration may be required.
- Experience in a senior clerical or executive secretarial position related to office administration is usually required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Technical Skills

You will need to be able to perform general office duties and clerical duties such as maintaining filing and record systems. Potential employees will also need to be able to answer customer inquiries and manage accounts receivable.

You will need to know how to type, use computers and general office equipment and be able to use electronic mail programs and work with Excel.

Your chances of being hired will be better if you have training in computerized accounting, inventory, and billing systems.



Essential Skills

Reading Text

Computer Use

Oral & written communication skills

Document Use

Thinking skills

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Time management skills

Positive attitude

Common sense

Maturity

Administrative Officers



Wages

According to local employers, hourly salaries in this area range from a low of \$12.00 to a high of \$43.95. The local average hourly wage in this area is \$22.22, compared with the provincial average of \$17.24.



Future Prospects

Stable to good



Who hires?

A wide range of employers in both the private and public sectors hire Administrative Officers for their office and management teams.

Employers could include colleges, universities, military forces, and any type of large business with a significant office and administrative team.



Rating

#29 OF 50 TOP JOBS

Automotive Service Technicians, Truck and Bus Mechanics and Mechanical Repairers

NOC 7321



Snapshot

Automotive service technicians and truck and bus mechanics inspect, diagnose, repair and service mechanical, electrical and electronic systems and components of cars, buses, and light and commercial transport trucks.

Other titles

automobile mechanic

automotive service technician

automotive service technician apprentice

bus mechanic

car mechanic

truck and transport mechanic

truck-trailer repairer

motor vehicle mechanic

transmission mechanic

tune-up specialist – motor vehicle



What they do

Automotive service technicians perform some or all of the following duties:

- Review work orders and discuss work with supervisor
- Inspect motor in operation, road test motor vehicle, and test automotive systems and components using computerized diagnostic and other testing devices to diagnose and isolate faults
- Adjust, repair or replace parts and components of automotive systems including fuel system, brakes, steering and suspension, engine and drive train, emission control and exhaust, cooling and climate control, and electrical and electronic systems using hand tools and other specialized automotive repair equipment
- Test and adjust repaired systems to manufacturer's performance specifications
- Perform scheduled maintenance service, such as oil changes, lubrications and tune ups
- Advise customers on work performed, general vehicle condition and future repair requirements.

Automotive Service Technicians, Truck and Bus Mechanics and Mechanical Repairers

Mechanical repairers, motor vehicle manufacturing, perform some or all of the following duties:

- Inspect and test mechanical units, such as engines, transmissions, axles and brake systems, to locate faults and malfunctions
- Diagnose faults or malfunctions and confirm findings with supervisor to determine whether to repair or replace unit
- Repair or replace mechanical units or components using hand and power tools
- Test and adjust units to specifications for proper performance
- Complete reports to record problems and work performed.

Truck and transport and truck-trailer mechanics perform some or all of the following duties:

- Adjust, repair or replace parts and components of commercial transport truck systems including chassis, frame, cab, body, engine and drive train, air brakes, steering, and fuel, hydraulic, electrical and electronic systems
- Adjust, repair or replace parts and components of truck-trailer systems including structural, brake and electrical systems.

Workers in this category may specialize in the following areas: engine and fuel systems, transmission systems, air conditioning, cooling and heating systems, steering, alignment, brakes, drive lines, suspension, electrical and electronic systems, truck-trailer repair or diagnostic services.



Education

Automotive service technicians

- A Grade 12 Diploma (OSSD) or GED is usually required.
- Completion of a four-year automotive service technician apprenticeship program or a combination of over four years of work experience in the trade and high school, college or industry courses in automotive technology is required to be eligible for trade certification.
- Automotive service technician trade certification is compulsory in Ontario

Truck and transport and truck-trailer mechanics

- A Grade 12 Diploma (OSSD) or GED is usually required.
- Completion of a four-year truck and transport mechanic or truck-trailer repair apprenticeship or a combination of over four years of work

Automotive Service Technicians, Truck and Bus Mechanics and Mechanical Repairers

experience in the trade and high school, college or industry courses in truck or heavy-duty equipment mechanics is required to be eligible for trade certification.

- Truck and transport mechanic and truck-trailer repair trade certification are both compulsory in Ontario

More information

- With additional training, mobility is possible between automobile and truck and transport mechanics.
- With experience, mechanics and technicians in this unit group may progress to supervisory positions.
- Mechanical repairers employed in motor vehicle manufacturing may progress to motor vehicle mechanic positions through an apprenticeship program or, with experience, they may progress to supervisory positions in motor vehicle manufacturing.
- Red Seal trade certification allows for interprovincial mobility.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Document Use

Numeracy (math skills)

Thinking Skills - Problem Solving

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Time management skills

Organizational skills

Ability to be on time

Self-Motivated

Strong oral and written communication skills

Computer skills

Able to work with others/Teamwork

Common sense & good judgement

Positive attitude & patience

Automotive Service Technicians, Truck and Bus Mechanics and Mechanical Repairers



Wages

According to local employers, hourly salaries in this area range from a low of \$16.00 to a high of \$26.00. The local average hourly wage in this area is \$21.55 for an experience technician, compared with the provincial average of \$16.12.



Future Prospects

Good to excellent

Changes to the industry will make computer skills more of a necessity in the future. Transport Trailer Technicians are beginning to use computers to complete work orders, service/preventative maintenance sheets, and inspection forms. Service manuals and product information can now be accessed on-line.



Who hires?

They are employed by motor vehicle dealers, garages, truck and trailer dealerships, fleet maintenance companies, and service stations, automotive specialty shops, transportation companies and retail establishments which have automotive service shops. Mechanical repairers are employed by motor vehicle manufacturing companies.



Rating

#20 OF 50 TOP JOBS

Babysitters, Nannies and Parents' Helpers

NOC 6474



Snapshot

Babysitters care for children on an ongoing or short-term basis at home or in the children's homes. **Nannies** care for children in the employer's residence and provide for their health and physical and social development. **Parent's helpers** assist parents with child-care and household duties.

Other titles

babysitter

nanny

parent's helper

live-in caregiver

child caregiver – private home

child-care provider – private home



What they do

Babysitters perform some or all of the following duties:

- Supervise and care for children in the absence of regular caregiver and provide daily updates
- Bathe, dress and feed infants and children
- Prepare formulas and change diapers for infants
- Organize activities such as games and outings to provide amusement, exercise, supervised play, and educational stimulation
- May perform housekeeping duties and prepare nutritious meals for children according to employer's instructions.

Nannies and live-in caregivers perform some or all of the following duties:

- Supervise and care for children in employer's residence and may reside in employer's home
- Bathe, dress and feed infants and children
- Prepare formulas and change diapers for infants
- Oversee children's activities, such as meals and rest periods, as instructed by employer
- Instruct children in personal hygiene and social development
- Tend to the emotional well-being of children
- Discipline children according to the methods requested by the parents

Babysitters, Nannies and Parents' Helpers

- Organize and participate in activities such as games, crafts, reading and outings to provide amusement, exercise, and educational stimulation
- Plan, prepare and serve nutritious meals for children and may perform other housekeeping duties
- Take children to and from school and to appointments
- Maintain a healthy environment in the home
- Observe children and prepare reports for home care or babysitting agency
- May be required to keep records of daily activities and health information regarding each child.

Parent's helpers perform some or all of the following duties:

- Assist parent in child supervision and household management
- Bathe, dress and feed infants and children under direction of parent
- Assist with, or may be responsible for, meal preparation, laundry, washing dishes, running errands and other routine housekeeping duties.
- May oversee children's homework assignments required for school
- May care for pets.



Education

- A grade 12 Diploma (OSSD) or GED may be required.
- Nannies and live-in caregivers may require completion of a training program in child care or a related field.
- Child-care or household management experience may be required.
- Demonstrated ability to perform work is usually required.
- First-aid certification and CPR training may be required.

If you want to upgrade your education or skills a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

The trend to introduce children to computers at an early age may mean more babysitters, nannies and parents' helpers will need to have good computer skills in the future.

Babysitters, Nannies and Parents' Helpers



Essential Skills

Oral Communication

Thinking Skills - Problem Solving & Decision Making

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Able to provide a loving nurturing environment

Caring and empathetic, able to treat children like your own

Patience and a positive attitude

Able to teach children basics like reading, counting, proper manners, etc.



Wages

Wages vary between babysitters, nannies and parents' helpers.

According to local employers, salaries in this area range from a low of \$22.00 a day to a high of \$43.00. The average daily rate in this area is \$28.75. The provincial average for this occupation is \$11.65/hr.



Future Prospects

Good to excellent

One respondent said "Reduction in formal childcare spaces due to new federal government policies will foster a better environment for private daycare facilitators."



Who hires?

Babysitters are usually self-employed or may be employed by babysitting agencies. Nannies and parent's helpers are employed by private households, where they may also reside.



Rating

#32 OF 50 TOP JOBS



Snapshot

Bookkeepers maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services.

Other titles

accounting bookkeeper

bookkeeper



What they do

Bookkeepers perform some or all of the following duties:

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports.



Education

- A grade 12 Diploma (OSSD) or GED is required.
- Completion of a college program in accounting, bookkeeping or a related field or Completion of two years (first level) of a recognized professional accounting program (e.g., Chartered Accounting, Certified General Accounting) or Courses in accounting or bookkeeping combined with several years of experience as a financial or accounting clerk are required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Progression to professional accounting occupations is possible with additional training.

Bookkeepers



Essential Skills

**Numeracy
Writing**

**Document Use
Computer Use**

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

**Time managements skills
Positive attitude**

**Common sense
Organizational skills**



Wages

According to local employers, salaries in this area range from a low of \$12.00 per hour to a high of \$22.00. The average hourly rate in this area is \$17.00. The provincial average for this occupation is \$14.12/hr.



Future Prospects

Fair to good



Who hires?

They are employed throughout the private and public sectors, or they may be self-employed.



Rating

#22 OF 50 TOP JOBS

Bus Drivers, Subway & Other Transit Operators

NOC 7412



Snapshot

This occupation includes workers who drive buses and operate streetcars, subway trains and light rail transit vehicles to transport passengers on established routes.

Other titles

bus driver

ground transportation driver

light rail transit operator

transit operator – transportation

streetcar / subway train operator

school bus driver

sightseeing tour driver

motor coach driver



What they do

Bus and streetcar drivers perform some or all of the following duties:

- Drive buses or streetcars to transport passengers along established routes to local destinations
- Drive buses to transport passengers and goods to intercity or long distance destinations
- Drive sightseeing tour buses to transport passengers locally or over long distances, and may provide information on points of interest during trip
- Drive buses equipped for wheelchair accessibility, and aid passengers in boarding
- Provide passengers with information on fares, schedules and stops
- Collect fares, issue transfers, check bus passes and record transactions
- Report delays, mechanical problems and accidents
- May load and unload passengers' luggage
- Bus inspections / fluid checks

Bus Drivers, Subway & Other Transit Operators

School bus drivers perform some or all of the following duties:

- Drive school buses to transport children between school and home or on excursions
- Ensure children's safety when boarding and leaving buses and crossing street while bus is stopped
- Some discipline of students while on the bus may be required
- Bus inspections / clean bus interiors.



Education

- A grade 12 Diploma (OSSD) or GED may be required.
- Up to three months of on-the-job training, including classroom instruction, is usually provided for all occupations in this unit group.
- A minimum of one year of safe driving experience is required.
- Bus drivers require a Class B, C, E or F driver's licence in Ontario
- An air brakes endorsement and first aid certificate may be required.
- Experience as a public transit bus driver is usually required for subway and light rail transit operators.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Excellent driving record & defensive driving training
Valid Class BZ Ontario Motor Vehicle Operator's License considered an asset
Ability to drive in all weathers
Excellent customer service skills
CPR & First Aid training



Essential Skills

Oral Communication

Problem Solving

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml

Bus Drivers, Subway & Other Transit Operators



Personal Skills & Qualities

Transit operators should be cheerful, punctual and professional

Positive attitude and flexibility to accept route changes

Able to interact well with a variety of people

& be courteous

Able drive safely, in spite of distractions

Able to run routes on time

Mechanical ability an asset



Wages

According to local employers, salaries in this area range from a low of \$10.00 a day to a high of \$20.86. The average daily rate in this area is \$13.50. The provincial average for this occupation is \$15.65/hr.



Future Prospects

Good

Progression to transit supervisory or inspector positions is possible with experience.



Who hires?

Bus drivers are employed by urban transit systems, elementary and secondary schools and private transportation companies. Streetcar, subway and light rail transit operators are employed by urban transit systems.



Rating

#49 OF 50 TOP JOBS

Carpenters

NOC 7271



Snapshot

Carpenters construct, erect, install, maintain and repair structures and components of structures made of wood, wood substitutes, lightweight steel and other materials.

Other titles

apprentice carpenter

metal framer – carpentry

journeyman/woman carpenter

maintenance carpenter

finish carpenter

renovation carpenter



What they do

Carpenters perform some or all of the following duties:

- Read and interpret blueprints, drawings and sketches to determine specifications and calculate requirements
- Prepare layouts in conformance to building codes, using measuring tools
- Measure, cut, shape, assemble and join materials made of wood, wood substitutes, lightweight steel and other materials
- Build foundations, install floor beams, lay subflooring and erect walls and roof systems
- Fit and install trim items, such as doors, stairs, moulding and hardware
- Maintain, repair and renovate residences and wooden structures in mills, mines, hospitals, industrial plants and other establishments
- Supervise apprentices and other construction workers
- May prepare cost estimates for clients.



Education

- A grade 12 Diploma (OSSD) or GED is usually required.
- Completion of a three- to four-year apprenticeship program or a combination of over four years of work experience in the trade and some high school, college or industry courses in carpentry is usually required to be eligible for trade certification.
- Trade certification is voluntary in Ontario but the trend towards attracting more people into apprenticeships may make certification more important in the future.
- Interprovincial trade certification (Red Seal) is also available to qualified carpenters and expectations are that it will become more expected in the future.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Document Use

Numeracy

Problem Solving

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Very safety conscious

Good oral communication skills

Able to make decisions quickly

Common sense, reliable, responsible

Able to work with others / teamwork

Take pride in your work

Knowledge of both imperial and metric measurement systems



Wages

According to local employers, salaries in this area range from a low of \$15.00 per hour to a high of \$50.00. The average hourly rate in this area is \$25.00. The provincial average for this occupation is \$16.97/hr.



Future Prospects

Excellent

Progression to supervisory positions is possible with experience and acquiring Red Seal trade certification allows for interprovincial mobility.



Additional Information

New construction materials and methods are constantly being introduced and this trend is expected to grow. Carpenters must also maintain current knowledge of codes, regulations and standards as regulations continue to be revised.

In the future higher computer skills will become an essential occupational skill, because carpenters will need to be able to electronically reference plans and designs.



Who hires?

Carpenters are employed by construction companies, carpentry contractors, and maintenance departments of factories, plants and other establishments. They may also be self-employed.



Rating

#15 OF 50 TOP JOBS

Cashiers

NOC 6611



Snapshot

Cashiers operate cash registers, optical price scanners, computers or other equipment to record and accept payment for the purchase of goods, services and admissions.

Other titles

box office cashier

cafeteria cashier

grocery store cashier

self-serve gas bar cashier

racetrack cashier

theatre cashier

office cashier

retail store cashiers



What they do

Cashiers perform some or all of the following duties:

- Greet customers, customer service, possibly handle phone operations
- Establish or identify price of goods, services or admission and tabulate total payment required using electronic or other cash register, optical price scanner or other equipment
- Weigh produce and bulk foods
- Receive and process payments by cash, cheque, credit card or automatic debit
- Wrap or place merchandise in bags
- Provide information to customers and possibly handle difficult customers
- Assist sports spectators and theatre patrons with seat selection
- Calculate foreign currency exchange
- Calculate total payments received at end of work shift and reconcile with total sales
- May accept reservations and take-out orders
- Keep check-out counter area clean
- May be asked to stock, face and clean shelves and racks
- Cashiers must be willing to work a variety of shifts and work weekends



Education

- Some secondary school education is usually required.
- Eligibility for bonding may be required.
- A casino gaming licence may be required for cashiers working in gambling casinos.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Document Use

Oral Communication

Numeracy (math skills)

Significant Use of Memory

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Able to work with others (teamwork)

Positive attitude, friendly, pleasant, polite and patient

Common sense

Caring & empathetic personality

Able to deal with the pressure (long line-ups and demanding customers)



Wages

According to local employers, salaries in this area range from a low of \$7.25 per hour to a high of \$20.97. The average hourly rate in this area is \$9.60. The provincial average for this occupation is \$8.41/hr.



Future Prospects

Local employers contacted in 2006 varied in their outlooks. Some felt it was limited to stable due to the part-time nature of most cashier positions while other felt it was good to excellent because there was constant turnover.

Changes in the technology of cash registers and money transactions will make computer skills, enhanced oral communication skills and ability to problem solve more important in the future.

Cashiers may progress to supervisory positions, such as head cashier, with additional training or experience.



Who hires?

Cashiers are employed in stores, restaurants, theatres, recreational and sports establishments, currency exchange booths, government offices, business offices and other service, retail and wholesale establishments.



Rating

#10 OF 50 TOP JOBS

Construction Millwrights and Industrial Mechanics (Except Textile)

NOC 7311



Snapshot

Construction millwrights and industrial mechanics install, maintain, troubleshoot and repair stationary industrial machinery and mechanical equipment.

Other titles

construction millwright

industrial mechanic

industrial mechanic apprentice

maintenance millwright

treatment plant maintenance mechanic

millwright

millwright apprentice

plant equipment mechanic



What they do

Construction millwrights and industrial mechanics perform some or all of the following duties:

- Read blueprints, diagrams and schematic drawings to determine work procedures
- Install, align, dismantle and move stationary industrial machinery and mechanical equipment, such as pumps, fans, tanks, conveyors, furnaces and generators according to layout plans using hand and power tools
- Operate hoisting and lifting devices such as cranes, jacks and tractors to position machinery and parts during the installation, set-up and repair of machinery
- Inspect and examine machinery and equipment to detect and investigate irregularities and malfunctions
- Install, troubleshoot and maintain power transmission, vacuum, hydraulic and pneumatic systems, and programmable logic controls
- Adjust machinery and repair or replace defective parts
- Operate machine tools such as lathes and grinders to fabricate parts required during overhaul, maintenance or set-up of machinery
- Clean, lubricate and perform other routine maintenance work on machinery
- Construct foundations for machinery or direct other workers to construct foundations

Construction Millwrights and Industrial Mechanics (Except Textile)

- Assemble machinery and equipment prior to installation using hand and power tools and welding equipment.
- Detect and troubleshoot irregularities and malfunctions.
- Perform routine maintenance on machinery and repair or replace defective machinery parts.
- Install and adjust machinery and equipment using welding techniques such as gas metal arc welding (GMAW)) (MIG), oxy-acetylene welding (OAW), gas tungsten arc welding (GTAW), (TIG), shielded metal arc welding (SMAW).



Education

- A grade 12 Diploma (OSSD) or GED usually required
- A three- to four-year apprenticeship program or a combination of over five years of work experience in the trade and some high school, college or industry courses in industrial machinery repair or millwrighting is usually required to be eligible for trade certification.
- Industrial mechanic trade certification and Construction millwright trade certification are available, but voluntary, in Ontario.
- Interprovincial trade certification (Red Seal) is also available to qualified industrial mechanics or millwrights.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Information

Construction millwrights are mostly engaged in the initial installation of industrial plant machinery and equipment; industrial mechanics are more concerned with the post-installation maintenance and repair of machinery and equipment.

Industrial mechanics and millwrights may be cross-trained in a second trade such as pipefitting, welding, machining or electrical maintenance.

Duties could also include building machine parts, building machines, creating new methods and ideas to solve problems, and coming up with ideas to improve productivity and save costs.

Progression to supervisory positions is possible with experience and Red Seal trade certification allows for interprovincial mobility.

Construction Millwrights and Industrial Mechanics (Except Textile)



Essential Skills

Thinking skills - problem solving, critical thinking skills, organizational skills

Reading text

Numeracy (math skills)

Computer skills

Working with others (teamwork)

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Common sense

Positive attitude

Time management – able to meet deadlines

Ability to manage multiple projects

Mechanical aptitude, able to troubleshoot machines and perform maintenance



Wages

According to local employers, salaries in this area range from a low of \$17.06 per hour to a high of \$25.66. The average daily rate in this area is \$23.43. The provincial average for this occupation is \$20.93/hr.



Future Prospects

Limited



Who hires?

Construction millwrights are employed by millwrighting contractors. Industrial mechanics are employed in manufacturing plants, utilities and other industrial establishments.



Rating

#35 OF 50 TOP JOBS

Construction Trades Helpers and Labourers

NOC 7611



Snapshot

Construction trades helpers and labourers assist skilled tradespersons and perform labouring activities at construction sites, in quarries and in surface mines.

Other titles

asphalt spreader

bricklayer helper

concrete mixer helper

driller helper – surface mining

flagman/woman

roofer helper

construction labourer

carpenter helper

demolition worker

drywall sander

plumber helper

labourer, concrete paving



What they do

Construction trades helpers and labourers perform some or all of the following duties:

- Load and unload construction materials, move materials to work areas and keep worksites clean
- Erect and dismantle concrete forms, scaffolding, ramps, catwalks shoring and barricades required at construction sites
- Mix, pour and spread materials such as concrete and asphalt
- Assist tradespersons such as carpenters, bricklayers, cement finishers, roofers and glaziers in construction activities
- Assist heavy equipment operators to secure special attachments to equipment, signal operators to guide them in moving equipment and provide assistance in other activities
- Assist in aligning pipes and perform related activities during oil and gas pipeline construction
- Assist in drilling and blasting rock at construction sites
- Assist miners in excavating and in setting up and operating various drills and other surface mining machinery
- Level earth to fine grade specifications using rake and shovel
- Assist in demolishing buildings using prying bars and other tools, and sort, clean and pile salvaged materials
- Remove rubble and other debris at construction sites using rakes, shovels, wheelbarrows and other equipment

Construction Trades Helpers and Labourers

- Operate pneumatic hammers, vibrators and tampers as directed
- Tend or feed machines or equipment used in construction such as mixers, compressors and pumps
- Clean up chemical spills and other contaminants, and remove asbestos and other hazardous materials
- Oil and grease hoists and similar equipment
- Direct traffic at or near construction sites
- Perform other activities at construction sites, as directed.



Education

- Some experience as a general construction labourer may be required for construction trade helpers.
- Some pipeline workers, such as stabbers, mandrel operators and pre-heater tenders, usually require one season of experience in oil and gas pipeline construction.
- Flagmen/women may require a traffic control certificate.



Essential Skills

Numeracy (math skills)

Thinking skills - significant use of memory

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Able to work with others (teamwork)

Common sense Positive attitude

Able to do physically demanding work

Reliable

Construction Trades Helpers and Labourers



Wages

According to local employers, salaries in this area range from a low of \$9.00 per hour to a high of \$25.00. The average hourly rate in this area is \$15.00. The provincial average for this occupation is \$13.93/hr.



Future Prospects

Good to excellent



Who hires?

They are employed by construction companies, trade and labour contractors, and surface mine and quarry operators.



Rating

#19 OF 50 TOP JOBS



Snapshot

Cooks prepare and cook a wide variety of foods.

Other titles

apprentice cook

hospital cook

dietary cook

first cook

grill cook

institutional cook

journeyman/woman cook

line cook

second cook

short order cook



What they do

Cooks perform some or all of the following duties:

- Prepare and cook complete meals or individual dishes and foods in a timely manner
- Prepare and cook special meals for patients as instructed by dietician or chef
- Schedule and supervise kitchen helpers
- Oversee kitchen operations
- Ensure use of proper food handling techniques and have knowledge of industry and government standards i.e. health and safety
- Maintain inventory and records of food, supplies and equipment
- May set up and oversee buffets
- May clean kitchen and work area
- May plan menus, determine size of food portions, estimate food requirements and costs, and monitor and order supplies.
- May hire, orient and train kitchen staff

Cooks may specialize in preparing and cooking ethnic cuisine or special dishes.



Additional Duties

Cooks may also be asked to:

- monitor inventory levels and help order food and supplies
- review menus and production sheets
- assist in receiving and storing incoming food and supplies
- do food prep
- date, label & store foods
- complete daily temperature audits on fridges, freezers and storerooms
- complete pre-start up equipment checks
- do dishes and general cleaning
- cater



Education

- A grade 12 Diploma (OSSD) or GED is usually required.
- Completion of a three-year apprenticeship program for cooks or completion of college or other program in cooking or several years of commercial cooking experience are required.
- Trade certification is available but voluntary
- Interprovincial trade certification (Red Seal) is also available to qualified cooks.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.

Additional Information

- Progression to supervisory or more senior positions, such as chef, is possible with experience and training.
- Red Seal trade certification allows for interprovincial mobility.



Essential Skills

Oral Communication

Thinking Skills - Problem Solving, Job task planning and organizing

Working with Others (teamwork)

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

- Able to work under pressure and keep a cool head**
- Physical fitness and able to stand for extended periods**
- Able to handle several tasks at one time (multi-task)**
- Time management skills**
- Able to organize and prioritize**
- Able to make decisions**
- Common sense**
- Disciplined and reliable**



Wages

According to local employers, salaries in this area range from a low of \$7.50 per hour to a high of \$20.00. The average hourly rate in this area is \$14.06. The provincial average for this occupation is \$9.29/hr.



Future Prospects

Good to excellent

Stringent legislation regarding health and safety will mean cooks will be doing more documentation of daily activities in the future requiring greater use of writing and increased text reading and interpretation.

Computer skills will become a greater priority for cooks as the need to locate information quickly via the Internet accelerates.

Progression to supervisory or more senior positions, such as chef, is possible with experience and training.

Red Seal trade certification allows for interprovincial mobility.



Who hires?

Cooks are employed in restaurants, hotels, hospitals and other health care institutions, central food commissaries, educational institutions and other establishments. Cooks are also employed aboard ships and at construction and logging campsites. Apprentice cooks are included in this occupational category.



Rating

#14 OF 50 TOP JOBS

Customer Service Representatives – Financial Services

NOC 1433



Snapshot

Customer service representatives in this unit group process customers' financial transactions and provide information on related banking products and services.

Other titles

bank teller

credit union teller

financial customer service representative

foreign exchange teller – financial services



What they do

Customer service representatives in this unit group perform some or all of the following duties:

- Process customer cash deposits and withdrawals, cheques, transfers, bills, credit card payments, money orders, certified cheques and other related banking transactions
- Obtain and process information required for the provision of services, such as opening accounts and savings plans and purchasing bonds
- Sell travellers' cheques, foreign currency and money orders
- May also sell GICs Mutual Funds or Life Insurance
- Handle cash and balance daily transactions using computer programs, calculators and adding machines
- Sort and file deposit slips and cheques
- Prepare customer statements and other correspondence for mailing
- Answer enquiries and resolve problems or discrepancies concerning customers' accounts at first point of contact.
- May be asked to prepare letters to clients, lawyers, etc.,



Education

- A grade 12 Diploma (OSSD) or GED is usually required.
- A business college diploma may be required.
- On-the-job training is provided.
- A history of customer service is helpful.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.

Customer Service Representatives – Financial Services



Essential Skills

Numeracy (math skills)

Oral Communication

Working With Others (teamwork)

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

**Excellent customer service skills and
ability to interact with clients**

Good computer & technical skills

Able to file paper and electronic documents

Good financial comprehension

**Thinking skills – problem solving, critical thinking skills,
organizational skills, able to make decisions**



Personal Skills & Qualities

Detail Oriented and accurate

Able to work independently and be proactive

Positive attitude and caring/empathetic personality

Friendly with a desire to help people

Interested in research, ongoing training & education

Common sense



Wages

According to local employers, salaries in this area range from a low of \$8.00 per hour to a high of \$48.00. The average hourly rate in this area is \$15.40. The provincial average for this occupation is \$13.11/hr.

Customer Service Representatives – Financial Services



Future Prospects

Excellent

The increased use of automated teller machines (ATMs) by customers will lead customer service representatives in this unit group to switch their focus to selling services and offering financial counselling and advice. This will lead to a greater emphasis on problem solving and continuous learning.

Progression to supervisory positions is possible with experience.



Who hires?

Customer service representatives are employed by banks, trust companies, credit unions and similar financial institutions.



Rating

#47 OF 50 TOP JOBS

Customer Service, Information and Related Clerks

NOC 1453



Snapshot

This occupation includes clerks who answer enquiries and provide information regarding an establishment's goods, services and policies and who provide customer services such as receiving payments and processing requests for services.

Other titles

accounts information clerk

bus information clerk

hospital information clerk

public relations clerk

call centre agent – customer service

complaints clerk – customer service

courtesy desk clerk

customer service clerk

order desk agent

tourist information clerk



What they do

This is a summary of main duties for some occupations in this unit group:

- Customer service clerks in retail establishments answer, in person or on the phone, enquiries from customers and investigate complaints regarding the establishment's goods, services and policies; arrange for refunds, exchange and credit for returned merchandise; receive account payments; and receive credit and employment applications.
- Call centre agents take customer orders for goods or services; promote goods or services; respond to enquiries and emergencies; investigate complaints and update accounts.
- Customer service clerks in insurance, telephone, utility and similar companies explain the type and cost of services offered; order services; provide information about claims or accounts; update accounts; initiate billing and process claim payments; and receive payment for services.
- Information clerks provide information to customers and the public concerning goods, services, schedules, rates, regulations and policies in response to telephone and in-person enquiries.

Customer Service, Information and Related Clerks



Education

- A grade 12 Diploma (OSSD) or GED is usually required.
- Completion of some college or other post-secondary programs may be required.
- Clerical or sales experience may also be required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Document Use

Oral Communication

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Organizational and time management skills

**Thinking skills – problem solving, critical thinking skills,
able to make decisions**



Personal Skills & Qualities

Positive attitude and ability to work with others (teamwork)

Calm and able to control difficult situations

Patience and tolerance

Co-operative and polite

Sense of humour

Common sense



Wages

According to local employers, salaries in this area range from a low of \$7.75 per hour to a high of \$15.29. The average hourly rate in this area is \$11.60. The provincial average for this occupation is \$14.01/hr.

Customer Service, Information and Related Clerks



Future Prospects

Excellent

Customer service, information and related clerks may need to update their computer skills to respond to more automated phone systems and an expected increase in automation.

Progression to supervisory positions is possible with experience.



Who hires?

Customer Service, Information and related clerks are employed by retail establishments, call centres, insurance, telephone and utility companies and other establishments throughout the private and public sectors.



Rating

#40 OF 50 TOP JOBS

Delivery and Courier Service Drivers

NOC 7414



Snapshot

Delivery and courier drivers drive automobiles, vans and light trucks to pick up and deliver various products.

Other titles

bread deliverer

courier service driver

dry cleaning driver

newspaper delivery driver

canteen driver

delivery driver

mail service courier

pizza delivery driver



What they do

Delivery drivers perform some or all of the following duties:

- Operate and drive automobiles, vans and light trucks to pick up and deliver various products, such as fast food, newspapers, magazines, bakery and dairy products, and items such as dry cleaning, envelopes, packages and parcels
- Some delivery drivers also need to take phone orders from customers and route deliveries efficiently
- Perform pre-trip inspection of vehicle and care for truck equipment
- Sell products over established routes and accept or make payments for goods
- Record information on pick-ups and deliveries, vehicle mileage, fuel costs and any problems encountered
- May communicate with central dispatch using cellular telephone or citizens' band (CB) radio
- May be asked to help with ordering and merchandizing product.

Delivery and Courier Service Drivers



Education

- A grade 12 Diploma (OSSD) or GED may be required.
- A driver's licence appropriate to the class of vehicle being driven is required.
- One year of safe driving experience is usually required.
- On-the-job training is provided.
- Eligibility for bonding and transportation of dangerous goods (TGD) certification may be required for courier drivers.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Document Use

Oral Communication

Thinking Skills - Job task planning and organizing

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Strong organizational skills

Positive attitude

Common sense

Good driving record



Personal Skills & Qualities

Delivery and courier service drivers should have good interpersonal and communication skills, work well under pressure and be motivated, independent, responsible and friendly. Employers felt that being polite and courteous to their customers and treating other people's property with respect were also important qualities.

Delivery and Courier Service Drivers



Wages

Salaries in this occupational category ranged greatly depending on the employer's type of business. According to local employers, salaries in this area range from a low of \$7.75 per hour to a high of \$20.00. The average hourly rate in this area is \$14.12. The provincial average for this occupation is \$14.94/hr.



Future Prospects

Stable to excellent

Progression to supervisory positions or to non-driving occupations, such as driver trainer or dispatcher is possible with additional training or experience.



Who hires?

Delivery and courier drivers are employed by dairies, drug stores, newspaper distributors, take-out food establishments, dry cleaners, mobile caterers, courier and messenger service companies and many other establishments, or they may be self-employed.



Rating

#42 OF 50 TOP JOBS

Early Childhood Educators and Assistants

NOC 4214



Snapshot

Early childhood educators plan and organize activities for pre-school and school-age children. Early childhood educator assistants provide care and guidance to pre-school children under the supervision of early childhood educators. Early childhood educators and assistants lead children in activities to stimulate and develop their intellectual, physical and emotional growth.

Other titles

child-care worker assistant	child-care worker, day care
day-care helper	day-care supervisor
day-care worker	early childhood assistant
early childhood educator	
early childhood educator assistant	
early childhood program staff assistant	
early childhood supervisor	pre-school helper
pre-school supervisor	pre-school teacher



What they do

Early childhood educators perform some or all of the following duties:

- Develop and implement daily activities that support and promote the development of children
- Lead children in activities by telling or reading stories, teaching songs, demonstrating the use of simple musical instruments, preparing craft materials and demonstrating their use, providing opportunities for creative expression through the media of art, dramatic play, music and physical fitness, and taking the children to local points of interest
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Observe children for signs of learning disabilities or emotional problems and take appropriate action
- Assess the skills, abilities, interests and needs of children

Early Childhood Educators and Assistants

- Discuss progress or problems of children with parents and other staff members
- Establish and maintain collaborative relationships with other community service providers working with children
- Attend meetings and workshops to develop and discuss new teaching methods
- May plan and organize activities for school-age children in child-care programs before and after regular school hours
- May supervise and co-ordinate the activities of other early childhood educators and early childhood educator assistants.

Early childhood educator assistants perform some or all of the following duties:

- Conduct and monitor activity programs designed for young children
- Lead children in activities by telling stories, teaching songs and preparing craft materials
- Prepare and serve snacks
- Arrange rooms and furniture for lunch and rest periods
- Assist with proper eating, dressing and toilet habits
- Submit written observations on children to supervisor
- Attend staff meetings to discuss progress and problems of children
- Assist supervisor in keeping records
- Maintain day-care equipment and assist in housekeeping duties.

Additional Duties & Responsibilities

Early Childhood Educators and assistants may be called upon to:

- help prepare monthly newsletters
- participate in fundraising endeavours
- lead fire drills
- organize/disinfect program rooms, wash and clean toys



Education

Early childhood educators

- A bachelor's degree or college diploma in early childhood education is required.

Early childhood educator assistants

- A grade 12 Diploma (OSSD) or GED is usually required.
- Experience in child care, such as babysitting, is required.
- Completion of an early childhood education assistant certificate program may be required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Oral Communication

Problem Solving

Working With Others

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Knowledge of community resources

Time management and organizational skills

Able to make decisions

Common sense and a positive attitude



Personal Skills & Qualities

Early childhood educator assistants should be patient, positive, enthusiastic, flexible, caring, creative, and have a good sense of humour. Above all they should enjoy working with children.



Wages

According to local employers, salaries in this area range from a low of \$7.73 per hour to a high of \$19.32. The average hourly rate in this area is \$13.64. The provincial average for this occupation is \$17.32/hr.



Future Prospects

Good to excellent

Computers are being introduced into nursery schools as a learning aid for children. Early childhood educator assistants will need to learn how to use computers as teaching devices.

Progression to senior positions, such as day-care supervisor, is possible with experience.



Who hires?

Early childhood educators, supervisors, and assistants are employed in child-care centres, kindergartens, nursery schools, agencies for exceptional children, and other environments where early childhood education services are provided, or they may be self-employed.



Rating

#45 OF 50 TOP JOBS

Electricians (Except Industrial and Power System)

NOC 7241



Snapshot

Electricians in this category lay out, assemble, install, test, troubleshoot and repair electrical wiring, fixtures, control devices and related equipment in buildings and other structures.

Other titles

electrician apprentice electrician
construction electrician
construction electrician apprentice
domestic and rural electrician



What they do

Electricians perform some or all of the following duties:

- Read and interpret drawings, circuit diagrams and electrical code specifications to determine wiring layouts for new or existing installations
- Pull wire through conduits and through holes in walls and floors
- Install brackets and hangers to support electrical equipment
- Install, replace and repair lighting fixtures and electrical control and distribution equipment, such as switches, relays and circuit breaker panels
- Splice, join and connect wire to fixtures and components to form circuits
- Test continuity of circuits using test equipment to ensure compatibility and safety of system, following installation, replacement or repair
- Troubleshoot and isolate faults in electrical and electronic systems and remove and replace faulty components
- Connect electrical power to audio and visual communication equipment, signalling devices and heating and cooling systems
- Conduct preventive maintenance programs and keep maintenance records.

Electricians (Except Industrial and Power System)



Education

- A grade 12 Diploma (OSSD) or GED is usually required.
- Completion of a four- to five-year apprenticeship program is usually required.
- Trade certifications for electricians (domestic and rural) and construction electricians are compulsory in Ontario
- Interprovincial trade certification (Red Seal) is also available to qualified construction electricians.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Reading Text

Numeracy

Thinking Skills - Problem Solving

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Positive attitude and common sense

Punctuality & reliability

Construction safety tickets and training like WHMIS are helpful



Personal Skills & Qualities

Good personality and able to work well with customers

Hardworking Professional appearance

Have a valid Driver's License and good driving record

Able to operate power tools and machinery

– safely and responsibly

Safety conscious

Electricians (Except Industrial and Power System)



Wages

According to local employers, salaries in this area range from a low of \$8.00 per hour to a high of \$32.00. The average hourly rate in this area is \$19.50. The provincial average for this occupation is \$19.70/hr.



Future Prospects

Stable to excellent

Progression to supervisory positions is possible with experience.

Red Seal trade certification allows for interprovincial mobility.



Who hires?

Electricians are employed by electrical contractors and maintenance departments of buildings and other establishments, or they may be self-employed.



Rating

#46 OF 50 TOP JOBS

Elementary and Secondary School Teacher Assistants

NOC 6472



Snapshot

This occupational category includes workers who assist elementary and secondary school teachers and counsellors.

Other titles

educational assistant
educational resources assistant
lunch room supervisor
program assistant, education
secondary school teacher's assistant
special education assistant
staff assistant, education
teacher's aide
teacher's assistant



What they do

Elementary and secondary school teacher assistants perform some or all of the following duties:

- Assist students with lessons under direct supervision of classroom teacher
- Monitor and report to classroom teacher on student progress
- Assist in preparation of learning materials and environment
- Accompany and supervise students during activities in school gymnasiums, laboratories, libraries, resource centres and on field trips
- Assist special needs students, such as those with mental or physical disabilities, with mobility, communication and personal hygiene
- Prepare classroom displays and bulletin boards
- Operate or assist teacher in operation of projectors, tape recorders and other audio-visual equipment and office equipment such as photocopier, fax machine and computer
- Carry out behaviour modification, personal development and other therapeutic programs under supervision of professionals such as special education instructors, psychologists or speech-language pathologists
- Work with special needs students using techniques such as sign language, Bliss symbols or Braille

Elementary and Secondary School Teacher Assistants

- Monitor students during recess, at noon hour or during the day
- May assist with marking of tests and worksheets
- Assist with classroom inventory
- Assist in school library or office and perform other duties assigned by school principal.

Teacher Assistants may also be asked to:

- Monitor medication for students
- Assist the classroom teacher as needed
- Assist students in literacy and numeracy acquisition



Education

- A grade 12 Diploma (OSSD) or GED is usually required.
- College courses in child care or related fields may be required for some positions.
- Teacher assistants who aid students with special needs may require specialized training and experience.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Reading Text

Writing

Numeracy

Oral Communication

Thinking Skills - Problem Solving

Working With Others

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Computer skills

Positive attitude and common sense

Crisis Prevention and Intervention training

Knowledge of behaviour management strategies

Elementary and Secondary School Teacher Assistants



Personal Skills & Qualities

Elementary and secondary school teacher assistants should be caring, sensitive, empathetic, creative, organized, gentle and patient. They should also enjoy working with children.



Wages

According to local employers, salaries in this area range from a low of \$14.00 per hour to a high of \$18.98. The average hourly rate in this area is \$16.72. The provincial average for this occupation is \$13.78/hr.



Future Prospects

Limited to stable

Factors cited were shrinking enrolments and uncertain government funding.

Reduced funding in the future may lead to elementary and secondary school teacher assistants becoming more involved with teaching students. Computers will also become more important for teaching, requiring ongoing learning of new computer skills.

With experience it is possible to move to other occupations related to child and adolescent care.



Who hires?

Elementary and Secondary School Teacher Assistants are employed in public and private elementary and secondary schools, special schools and treatment centres.



Rating

#48 OF 50 TOP JOBS

Elementary School and Kindergarten Teachers

NOC 4142



Snapshot

Elementary school and kindergarten teachers teach basic subjects such as reading, writing and arithmetic or specialized subjects such as English or French as a second language at public and private elementary schools. Elementary school librarians are included in this unit group.

Other titles

French immersion teacher, elementary
elementary school teacher
kindergarten teacher
librarian, elementary school
primary school teacher
remedial teacher, elementary
special education teacher, elementary
supply teacher, elementary
elementary school teacher, English as a second language
elementary school teacher, French as a second language



What they do

Elementary school and kindergarten teachers perform some or all of the following duties:

- Prepare courses for presentation to students according to approved curriculum
- Teach students using a systematic plan of lessons, discussions, audio-visual presentations and field trips
- Lead students in activities to promote their physical, mental and social development and their school readiness
- Assign and correct homework
- Prepare, administer and correct tests
- Evaluate the progress of students and discuss results with students, parents and school officials
- Identify children's individual learning needs

Elementary School and Kindergarten Teachers

- Prepare and implement remedial programs for students requiring extra help
- Participate in staff meetings, educational conferences and teacher training workshops
- May use computer applications and supervise teachers' aides, teacher assistants and student teachers
- May also have inner school responsibilities re: committees.

Elementary school and kindergarten teachers may specialize in such areas as special education or second language instruction.



Education

- A bachelor's degree in education is required.
- Additional training is required to specialize in special education or second language instruction.
- A provincial teaching certificate is required. Additional certification is required to teach English or French as a second language.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Reading Text

Oral Communication

Thinking Skills - problem solving, decision making, critical thinking, and job task planning & organizing

Working with Others

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Able to make decisions

Numeracy (math skills)

Computer Skills will be increasingly important as computers continue to be integrated into schools as a learning aid for children.

Positive attitude and common sense

Elementary School and Kindergarten Teachers



Personal Skills & Qualities

Teachers at the elementary and kindergarten level should be caring, sensitive, empathetic, creative, organized, gentle and patient. Above all they should enjoy working with children.



Wages

According to local employers, salaries in this area range from a low of \$14.42 per hour to a high of \$33.65. The average hourly rate in this area is \$24.03. The provincial average for this occupation is \$24.43/hr.



Future Prospects

Limited to stable

Respondents cited lower enrolments and dependence on ministry funding as factors affecting future prospects.

Progression to education consultant or school principal is possible with experience.



Who hires?

Elementary School and Kindergarten Teachers are employed in Public and private elementary schools.



Rating

#7 OF 50 TOP JOBS

Farmers and Farm Managers

NOC 8251



Snapshot

Farmers and farm managers manage the operations and functions of a farm. They are responsible for growing crops, raising and breeding livestock, poultry and other animals and marketing farm products.

Other titles

Apiarist
breeder, domestic animals
dairy farmer
fruit farmer
horse breeder
market gardener
vegetable grower

apple grower
chicken farmer
feedlot manager
hog breeder
maple syrup producer
seed grower
wheat farmer



What they do

Farmers and farm managers perform some or all the following duties:

- Manage the overall operation of a farm, ranch or orchard
- Determine the amount and kinds of crops to be grown and livestock to be raised
- Plant, cultivate and harvest crops
- Raise and breed livestock and poultry
- Hire and supervise farm workers
- Establish a marketing program
- Purchase farm machinery, livestock, seed, feed and other supplies
- Maintain farm machinery, equipment and buildings
- Develop and keep financial and production records
- May also be asked to coordinate contractors when necessary.

Farmers and farm managers may manage farms specialized in particular crops such as wheat, apples or potatoes or raise particular livestock such as beef cattle, hogs or chickens.

Farmers and Farm Managers



Education

- Extensive farming experience (obtained as a farmer, farm supervisor or specialized livestock worker or by working on a family farm) is usually required.
- A college diploma in agriculture may be required.



Essential Skills

Working with others
Continuous Learning
Oral Communication

Thinking skills - Job task planning and organizing,
Problem solving
& Decision making

For more information on Essential Skills visit: http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Strong work ethic
Mechanically inclined
Positive attitude

Good with your hands
Common sense



Wages

According to local employers, annual salaries in this area range from a low of \$30,000 per year to a high of \$70,000. Many respondents had difficulty setting an average wage as they were employed by family-operated businesses where income varied greatly with the success of their crops/herds. The provincial average for this occupation is \$14.63/hr.



Future Prospects

Stable to good



Who hires?

Farmers and farm managers are employed by farms specialized in particular crops such as wheat, fruit, beans or vegetables or raise particular livestock such as beef cattle, hogs or chickens. They may also run vineyards, keep bees, harvest maple syrup or grow sod.



Rating

#1 OF 50 TOP JOBS

Financial Auditors and Accountants

NOC 1111



Snapshot

Financial auditors examine and analyze the accounting and financial records of individuals and establishments to ensure accuracy and compliance with established accounting standards and procedures. Accountants plan, organize and administer accounting systems for individuals and establishments. Articling students in accounting firms are included in this category.

Other titles

accountant

financial auditor

chartered accountant (CA)

certified general accountant (CGA)

certified management accountant (CMA)

internal auditor

income tax expert

industrial accountant



What they do

Financial auditors perform some or all of the following duties:

- Examine and analyze journal and ledger entries, bank statements, inventories, expenditures, tax returns and other accounting and financial records, documents and systems of an individual, department, company or other establishment to ensure financial recording accuracy and compliance with established accounting standards, procedures and internal controls
- Prepare detailed reports on audit findings and make recommendations to improve individual or establishment's accounting and management practices
- Conduct field audits of businesses to ensure compliance with provisions of the Income Tax Act, Canadian Business Corporations Act or other statutory requirements
- May supervise other auditors or professionals in charge of accounting within client's establishment.

Accountants perform some or all of the following duties:

- Plan, set up and administer accounting systems and prepare financial information for an individual, department, company or other establishment

Financial Auditors and Accountants

- Examine accounting records and prepare financial statements and reports
- Develop and maintain cost finding, reporting and internal control procedures
- Examine financial accounts and records and prepare income tax returns from accounting records
- Analyze financial statements and reports and provide financial, business and tax advice
- May act as a trustee in bankruptcy proceedings
- May supervise and train articling students, other accountants or administrative technicians.



Education

Chartered accountants require a university degree and completion of a professional training program approved by a provincial institute of chartered accountants and either 2 to 2.5 years of on-the-job training *and*

Membership in a provincial Institute of Chartered Accountants upon successful completion of the Uniform Evaluation (UFE).

Certified general accountants and certified management accountants require a university degree and completion of a training program approved by the Society of Certified General Accountants or Society of Management Accountants and several years of on-the-job training *and*

Certification by the Certified General Accountants Association or the Society of Management Accountants.

Auditors require education, training and recognition as indicated for chartered accountants, certified general accountants or certified management accountants and some experience as an accountant. They may also require recognition by the Institute of Internal Auditors.

To act as a trustee in bankruptcy proceedings, auditors and accountants must hold a licence as a trustee in bankruptcy.

Licensing by the provincial or territorial governing body is usually required for accountants and auditors practising public accounting.

Financial Auditors and Accountants



Essential Skills

Problem solving **Computer Use**
Oral Communication **Working with Others**
Numeracy (math skills) **Reading Text**
Thinking Skills - critical thinking, job task planning
and organizing, decision making, finding information,
and significant use of memory
Document Use **Writing**
Continuous Learning

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Honesty
Integrity – ability to maintain confidentiality and privacy
Detail oriented, accurate and organized
Pleasant personality and good telephone manner



Wages

According to local employers, salaries in this area range from a low of \$9.00 per hour to a high of \$31.25. The average hourly rate in this area is \$20.75. The provincial average for this occupation is \$22.62/hr.



Future Prospects

Good to excellent

Progression to auditing or accounting management positions is possible with experience.



Who hires?

Financial auditors and accountants are employed by auditing and accounting firms throughout the private and public sectors, or they may be self-employed.



Rating

#39 OF 50 TOP JOBS



Snapshot

Food and beverage servers take patrons' food and beverage orders and serve orders to patrons.

Other titles

banquet server

chief wine steward

food and beverage server

formal service waiter/waitress

captain waiter/waitress

cocktail waiter/waitress

wine steward

waiter/waitress



What they do

Food and beverage servers perform some or all of the following duties:

- Greet patrons, present menus, make recommendations and answer questions regarding food and beverages
- Take orders and relay to kitchen and bar staff
- Recommend wines that complement patrons' meals
- Serve food and beverages
- Prepare and serve specialty foods at patrons' tables
- Present bill to patrons and accept payment
- Order and maintain inventory of wines and wine glassware
- Perform sensory evaluation of wines

Food and beverage servers may also be expected to

- do stocking, general cleaning
- do dishes and help in kitchen if necessary
- collect and dispose of garbage
- be able to move around to different area of the restaurant and do other tasks if required

Food and Beverage Servers



Education

- A grade 12 Diploma (OSSD) or GED may be required.
- Formal waiters/waitresses may require completion of a one- or two-year apprenticeship program or college or vocational school courses.
- Trade certification is available but voluntary in Ontario.
- On-the-job training is usually provided by the employer.
- Wine stewards may require courses in wine selection and service or experience as a captain waiter/waitress or formal waiter/waitress.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Numeracy (math skills)

Oral Communication

Thinking Skills - Job task planning and organizing

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Flexibility to meet customer needs and strong customer service orientation

Must be willing to work nights and weekends

A knowledge of food and beverages would be an asset



Personal Skills & Qualities

Food and Beverage Servers should be friendly, patient, courteous, honest, reliable and personable.



Wages

Due to the nature of this occupation income is a combination of actual wages and tips, which can be up to \$100 per shift. According to local employers, salaries in this area range from a low of \$6.25 per hour to a high of \$12.00. The average hourly rate in this area is \$7.16. The provincial average for this occupation is \$9.52/hr.

Food and Beverage Servers



Future Prospects

Good to excellent

There will likely be an increase in the use of computer technology related to placing orders and preparing bills in the future. More emphasis will be placed on customer service as businesses face stronger competition. Both of these factors will trigger an increase in the amount of formal training employees are expected to have.



Who hires?

Food and beverage servers are employed in restaurants, hotels, bars, taverns, private clubs, banquet halls and similar establishments.



Rating

#11 OF 50 TOP JOBS

Food Counter Attendants, Kitchen Helpers and Related Occupations

NOC 6641



Snapshot

Workers in this category include counter attendants, food preparers, kitchen helpers, food service helpers and dishwashers. Counter attendants and food preparers prepare, heat and finish cooking simple food items and serve customers at food counters. Kitchen helpers, food service helpers and dishwashers clear tables, clean kitchen areas, wash dishes, and perform various other activities to assist workers who prepare or serve food and beverages.

Other titles

bartender helper

cook's helper

dishwasher

food counter attendant

ice cream counter attendant

salad bar attendant

bus boy/girl

counter attendant, cafeteria

fast-food preparer

food preparer

kitchen helper

sandwich maker



What they do

Food service counter attendants and food preparers perform some or all of the following duties:

- Take customers' orders, on phone or in person
- Clean, peel, slice and trim foodstuffs using manual and electric appliances
- Prepare food such as sandwiches, hamburgers, salads, milkshakes and ice cream dishes
- Portion and wrap food or place it directly on plates for service to patrons, and package take-out food
- Serve customers at counters or buffet tables
- Stock refrigerators and salad bars and keep records of the quantities of food used
- May receive payment for food items purchased
- May be required to do grocery shopping, fold takeout boxes, take out garbage, etc. when necessary

Food Counter Attendants, Kitchen Helpers and Related Occupations

Kitchen helpers perform some or all of the following duties:

- Wash and peel vegetables and fruit
- Wash work tables, cupboards and appliances
- Remove trash and clear kitchen garbage containers
- Unpack and store supplies in refrigerators, cupboards and other storage areas
- Sweep and mop floors, and perform other duties to assist cook and kitchen staff.

Food service helpers perform some or all of the following duties:

- Clear and clean tables and trays in eating establishments
- Bring clean dishes, flatware and other items to serving areas and set tables
- Replenish condiments and other supplies at tables and in serving areas
- Remove dishes before and after courses
- Perform other duties such as scraping and stacking dishes, carrying linen to and from laundry area and running errands.

Dishwashers perform some or all of the following duties:

- Wash dishes, glassware, flatware, pots and pans using dishwasher or by hand
- Place dishes in storage area
- Scour pots and pans, and may clean and polish silverware.



Education

- Some secondary school education is usually required.
- On-the-job training is provided by employer.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.

Food Counter Attendants, Kitchen Helpers and Related Occupations



Essential Skills

Working with Others

Oral Communication

Continuous Learning

Thinking Skills - job task planning and organizing

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Time Management skills



Personal Skills & Qualities

Positive attitude and common sense



Wages

According to local employers, salaries in this area range from a low of \$7.50 per hour to a high of \$18.44. The average hourly rate in this area is \$10.98. The provincial average for this occupation is \$8.45/hr.



Future Prospects

Stable to excellent

Movement into other occupations within food preparation and service, such as cook or waiter, is possible with further training and experience.



Who hires?

Workers in this category are employed by restaurants, cafes, hotels, fast food outlets, cafeterias, hospitals and other establishments.



Rating

#6 OF 50 TOP JOBS

General Farm Workers

NOC 8431



Snapshot

General farm workers plant, cultivate, and harvest crops, raise livestock and poultry and maintain and repair farm equipment and buildings.

Other titles

beef cattle farm worker

dairy farm worker

general farm worker

harvester machine operator

poultry farm worker

cattle ranch labourer

farm machinery operator

grain farm worker

hatchery worker

vegetable farm worker



What they do

General farm workers perform some or all of the following duties:

- Plant, fertilize, cultivate, spray, irrigate and harvest crops
- load, unload and dry grain
- Feed and tend livestock and poultry
- Milk cows
- Operate and maintain farm machinery and equipment
- Detect disease and health problems in crops, livestock and poultry
- Examine produce for quality and prepare for market
- Set and monitor water lines, air flow and temperature in barns, pens and chicken coops
- Clean stables, barns, barnyards and pens.

General farm workers may also be expected to

- maintain and repair machinery
- receive grading and processing trucks

General farm workers can become specialized in a particular type of crop or livestock production through experience.

General Farm Workers



Education

- There are no specific educational or training requirements. However, a college certificate or specialized courses related to farming, such as farm equipment mechanics, agricultural welding, tree pruning and pesticide application, are available.
- Basic farm knowledge, usually obtained from working on a family farm, may be required for employment.



Essential Skills

Document Use

Thinking Skills - Problem Solving, Job task planning and organizing

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Able to work with others – teamwork

Positive attitude and common sense



Personal Skills & Qualities

General farm workers should enjoy working outdoors, be hard working and willing to put in long hours when required. They should have a love of animals, a good measure of common sense, and be able to work safely and smartly.



Wages

According to local employers, salaries in this area range from a low of \$7.45 per hour to a high of \$18.00. The average hourly rate in this area is \$12.35. The provincial average for this occupation is \$10.01/hr.

General Farm Workers



Future Prospects

Stable to good

There is a trend towards introducing tougher regulatory systems regarding the environment and safety. It is expected that compliance will involve mandatory participation in formal training programs and some form of accreditation. Changing equipment technology may lead to enhanced reading and problem solving requirements to troubleshoot equipment failures.

Progression to supervisory positions is possible with experience.



Who hires?

General farm workers are employed on crop, livestock, fruit, vegetable, and specialty farms.



Rating

#3 OF 50 TOP JOBS

General Office Clerks

NOC 1411



Snapshot

General office clerks prepare correspondence, reports, statements and other material, operate office equipment, answer telephones and perform clerical duties of a general nature according to established procedures.

Other titles

general office clerk

office clerk

word processor operator

office assistant

typist



What they do

General office clerks perform some or all of the following duties:

- Key in, edit, proofread and finalize correspondence, reports, statements, invoices, forms, presentations and other documents, from notes or dictaphone, using computers
- Respond to telephone, in person or electronic enquiries or forward to appropriate person
- Provide general information to clients and the public
- Photocopy and collate documents for distribution, mailing and filing
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
- Process incoming and outgoing mail, manually or electronically
- Send and receive messages and documents using fax machine or electronic mail
- May perform bookkeeping tasks such as preparing invoices and bank deposits
- May sort, process and verify applications, receipts, expenditures, forms and other documents
- May order office supplies, service office equipment and arrange for servicing in the case of major repairs.



Education

- A grade 12 Diploma (OSSD) or GED is usually required.
- Completion of secondary school or college business or commercial courses is usually required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Oral Communication

Thinking Skills - Problem Solving

Computer Use

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Strong customer service skills

Good math skills

Ability to do bank deposits and an asset

Able to use Microsoft Word, Excel and send and receive email



Personal Skills & Qualities

General office clerks should have good interpersonal communication and listening skills and be able to work well with others (teamwork). They should be positive, meticulous, patient, organized, hardworking, understanding, calm, precise and responsible. They should be able to learn new procedures quickly.

General Office Clerks



Wages

According to local employers, salaries in this area range from a low of \$7.52 per hour to a high of \$26.42. The average hourly rate in this area is \$12.50. The provincial average for this occupation is \$12.99/hr.



Future Prospects

Good

Improvements in communication and access to information as a result of the Internet and e-mail will affect the skills used by general office clerks. There will be an ongoing need for training in the use of new software as computerization increases. There will also be a need for skill in finding relevant and timely information from a broad number of sources.

Progression to supervisory or office management positions is possible with experience.



Who hires?

General office clerks are employed in offices throughout the public and private sectors.



Rating

#18 OF 50 TOP JOBS

Grocery Clerks and Store Shelf Stockers

NOC 6622



Snapshot

Grocery clerks and store shelf stockers pack customers' purchases, price items, stock shelves with merchandise and fill mail and telephone orders.

Other titles

bag clerk
grocery packer
price clerk – retail
shelf stocker – retail

grocery clerk
order filler – retail
produce clerk
supermarket clerk



What they do

Grocery clerks and store shelf stockers perform some or all of the following duties:

- Bag, box or parcel purchases for customers or for shipment or delivery to customers
- Carry customers' purchases to parking lot and pack in vehicles
- Unpack products received by store and count, weigh or sort items
- Use barcode scanning equipment to record incoming stock, verify pricing and maintain computerized stock inventory
- Price items using stamp or stickers according to price list
- Attach protective devices to products to protect against shoplifting
- Stock shelves and display areas and keep stock clean and in order
- Fill mail orders from warehouse stock
- Obtain articles for customers from shelf or stockroom
- Direct customers to location of articles sought
- May sweep aisles, dust display racks and perform other general cleaning duties
- May operate cash register and computer for electronic commerce transactions
- May order stock
- May need to help customers find products and answer customer questions.

Grocery Clerks and Store Shelf Stockers



Education

- Some secondary school education is usually required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Oral Communication

Working with Others

Reading Text

Numeracy (math skills)

Thinking Skills - Problem Solving.

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Organizational Skills

Good customer service skills



Personal Skills & Qualities

Self-motivated

Able to work well with others – teamwork

Able to follow specific instructions

Positive attitude

Common sense

Must be in good physical condition, able to lift up to 50 lbs

Willing to work weekends



Wages

According to local employers, salaries in this area range from a low of \$7.75 per hour to a high of \$19.67. The average hourly rate in this area is \$9.25. The provincial average for this occupation is \$8.99/hr.

Grocery Clerks and Store Shelf Stockers



Future Prospects

Stable to excellent

Many jobs will be part-time positions with limited chance for advancement. Employers indicated there were relatively few full-time positions.



Who hires?

Grocery clerks and store shelf stockers are employed in retail establishments, such as grocery, hardware and department stores, and in warehouses.



Rating

#25 OF 50 TOP JOBS



Snapshot

Hairstylists and barbers cut and style hair and perform related services.

Other titles

barber

hairdresser

hairstylist

hair colour technician

barber apprentice

hairdresser apprentice

hairstylist apprentice

wig stylist



What they do

Hairstylists perform some or all of the following duties:

- Suggest hair style compatible with client's physical features or determine style from client's instructions and preferences
- Cut, trim, taper, curl, wave, perm and style hair
- Apply bleach, tints, dyes or rinses to colour, frost or streak hair
- Analyze hair and scalp condition and provide basic treatment or advice on beauty care treatments for scalp and hair
- Clean and style wigs and hair pieces
- Apply hair extensions
- May shampoo and rinse hair
- May perform receptionist duties and order supplies
- May receive payments and give change
- May judge in competitions
- May provide advice on beauty care treatments for scalp and hair treatments
- May be asked to analyze hair and scalp conditions and provide basic
- May train or supervise other hairstylists, hairstylist apprentices and helpers.

Hairstylists and Barbers

Barbers perform some or all of the following duties:

- Cut and trim hair according to client's instructions or preferences
- Shave and trim beards and moustaches
- May shampoo hair and provide other hair treatment, such as waving, straightening and tinting and may also provide scalp conditioning massages
- May book appointments and order supplies
- May receive payments and give change
- May train and supervise other barbers and barber apprentices.



Education

Hairstylists

- Some secondary school education is required.
- Completion of a two- or three-year hairstyling apprenticeship program or completion of a college or other program in hairstyling combined with on-the-job training is usually required.
- Several years of experience may replace formal education and training.
- Employers may require applicants to provide a hairstyling demonstration before being hired.
- There are various provincial/territorial certification and licensing requirements for hairstylists, ranging from trade certification to licensing by a provincial/territorial association. Interprovincial trade certification (Red Seal) is also available for qualified hairstylists.

Barbers

- Some secondary school education is required.
- Completion of a two-year apprenticeship or other barber program is usually required.
- On-the-job training may be substituted for formal education.
- There are various provincial/territorial certification and licensing requirements for barbers, ranging from trade certification to licensing by a provincial/territorial association.
- Barbers can also obtain interprovincial trade certification (Red Seal) as qualified hairstylists.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.

Hairstylists and Barbers



Essential Skills

Working with Others
Oral Communication
Continuous Learning

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Organizational skills
Good time management skills
Retail sales skills – selling product/colour



Personal Skills & Qualities

Good people skills
Ability to make conversation with different types of people



Wages

Determining an hourly wage is difficult for this profession because the number of hours worked, the person's clientele and the commission rate vary widely. According to local employers, annual salaries in this area range from a low of \$23,000 to a high of \$40,000 although salaries can reach \$80,000 in some cases. The average rate in this area is \$34,833 per year. The provincial average for this occupation is \$10.94/hr.



Future Prospects

Good to excellent

Employers added that “Everyone will always need their hair cut” and “People will always want to feel good about themselves.”



Who hires?

Hairstylists and barbers are employed in hairstyling or hairdressing salons, barber shops, vocational schools, health care establishments and theatre, film and television establishments.



Rating

#33 OF 50 TOP JOBS

Heavy Equipment Operators (Except Crane)

NOC 7421



Snapshot

Heavy equipment operators operate heavy equipment used in the construction and maintenance of roads, bridges, airports, gas and oil pipelines, tunnels, buildings and other structures; in surface mining and quarrying activities; and in material handling work.

Other titles

backhoe operator
excavator operator

bulldozer operator
grader operator

heavy equipment operator
heavy equipment operator apprentice
loader operator – construction
surface mining equipment operator



What they do

Heavy equipment operators perform some or all of the following duties:

- Operate heavy equipment such as backhoes, bulldozers, loaders and graders to excavate, move, load and grade earth, rock, gravel or other materials during construction and related activities
- Operate bulldozers or other heavy equipment to clear brush and stumps prior to logging activities and to build roads at logging and surface mining sites
- Operate heavy equipment with pile driver head to drive piling into earth to provide support for buildings, bridges or other structures
- Operate heavy dredging equipment to deepen waterways or reclaim earth fill
- Operate heavy paving and surfacing equipment to lay, spread or compact concrete, asphalt and other surface materials during highway and road construction
- Operate power shovels to excavate rock, ore or other materials from open-pit mines, strip mines, quarries or construction pits
- Operate heavy equipment to move, load and unload cargo
- Conduct pre-operational checks on equipment and clean, lubricate and refill equipment

Heavy Equipment Operators (Except Crane)

- May need to do minor maintenance and general repairs
- May need to operate snowplows or other types of heavy equipment
- May also need to perform some manual labour.



Education

- Some secondary school education is required.
- Completion of a one- to two-year apprenticeship program or some high school, college or industry courses in heavy equipment operating combined with on-the-job training are required.
- Internal company certification may be required by some employers.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Numeracy (math skills)

Thinking Skills - Problem Solving

Working With Others

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Common sense

Able to make decisions



Personal Skills & Qualities

Heavy equipment operators (except crane) should be friendly, co-operative, mechanically minded, alert, safety conscious, accurate and responsible. They should be able to follow directions



Wages

According to local employers, salaries in this area range from a low of \$10.00 per hour to a high of \$30.00. The average hourly rate in this area is \$18.88. The provincial average for this occupation is \$17.52/hr.

Heavy Equipment Operators (Except Crane)



Future Prospects

Stable to excellent

Future changes in this profession include advances in machinery technology, such as the computerization of excavators, graders and other machines. Advances such as laser equipment for monitoring levels and on-board computers will make machinery easier to operate but perhaps more complicated to maintain. These changes will lead to an increased use of computer skills and an increase in text reading and document use as maintenance and operation manuals are more frequently consulted.

Progression to supervisory positions is possible with experience.



Who hires?

Heavy equipment operators are employed by construction companies, heavy equipment contractors, public works departments and pipeline, logging, cargo-handling and other companies.



Rating

#34 OF 50 TOP JOBS

Janitors, Caretakers and Building Superintendents

NOC 6663



Snapshot

Janitors, caretakers and building superintendents clean and maintain the interior and exterior of commercial, institutional and residential buildings and their surrounding grounds. Building superintendents employed in large establishments are responsible for the operation of the establishment and may also supervise other workers.

Other titles

building caretaker

custodian

heavy-duty cleaner

plant cleaner

building superintendent

handyman/woman

industrial cleaner

school janitor



What they do

Janitors, caretakers and building superintendents perform some or all of the following duties:

- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and other refuse
- Wash windows, interior walls and ceilings
- Empty trash cans and other waste containers
- Sweep, mop, scrub and wax hallways, floors and stairs
- Clean snow and ice from walkways and parking areas
- Cut grass and tend grounds
- Clean and disinfect washrooms and fixtures
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems, and contact tradespersons for major repairs
- Perform other routine maintenance jobs such as painting and drywall repair
- May water and tend to plants
- May move heavy furniture, equipment and supplies

Janitors, Caretakers and Building Superintendents

- Ensure that security and safety measures are in place in the establishment
- May advertise vacancies, show apartments and offices to prospective tenants and collect rent
- May supervise other workers and have some security duties.



Education

- A grade 12 Diploma (OSSD) or GED may be required.
- Some occupations require previous cleaning and maintenance experience.
- A journeyman/woman certificate in one or more of the trades or a building operator certificate may be required for building superintendents.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Oral Communication

Thinking Skills - Problem Solving

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Dependability

Positive attitude and common sense

Be reliable and trustworthy

Able to make decisions and self-motivated

Some background in electrical and plumbing practices would be an asset



Personal Skills & Qualities

Cleaners should take pride in their work, demonstrate respect for people's personal property and deal with customers or the public in a polite and friendly manner.

Janitors, Caretakers and Building Superintendents



Wages

According to local employers, salaries in this area range from a low of \$11.85 per hour to a high of \$25.00. The average hourly rate in this area is \$13.33. The provincial average for this occupation is \$11.45/hr.



Future Prospects

Stable

Some employers mentioned that recently positions have been contracted out and that this may be a new trend.

The advent of more sophisticated cleaning equipment and chemicals may increase the amount of formal training offered in workplaces. Some specialized cleaners may require accreditation to demonstrate competency. The industry is becoming increasingly competitive and the emphasis on customer service may increase the complexity of oral communication and teamwork.

Progression to supervisory positions is possible with additional training or experience.



Who hires?

Janitors, caretakers and building superintendents are employed by office and apartment building management companies, condominium corporations, educational institutions, health care facilities, recreational and shopping facilities, religious establishments, and industrial and other establishments.



Rating

#12 OF 50 TOP JOBS

Labourers in Food, Beverage and Tobacco Processing

NOC 9617



Snapshot

Labourers in this unit group perform material handling, clean-up, packaging and other elemental activities related to food, beverage and tobacco processing.

Other titles

bottle washer
dairy helper
meat packager

brewery labourer
food processing labourer
production helper



What they do

Labourers in food, beverage and tobacco processing perform some or all of the following duties:

- Transport raw materials, finished products and packaging materials throughout plant and warehouse manually, or with powered equipment
- Measure and dump ingredients into hoppers of mixing and grinding machines or mobile tank trucks
- Feed flattened boxes into forming machines to construct containers
- Remove filled containers from conveyors and manually pack goods into bags, boxes or other containers
- Clean work areas and equipment
- Feed and unload tobacco processing machines
- Check products and packaging for basic quality defects
- May need to gather and pack materials
- May need to do small maintenance of machines
- Assist process control and machine operators in performing their duties.



Education

- Some secondary school education may be required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.

Labourers in Food, Beverage and Tobacco Processing



Essential Skills

Document Use

Numeracy (math skills)

Thinking skills - Problem solving, Job task planning and organizing

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Able to work with others – teamwork

Be diligent with respect to safety and quality issues



Personal Skills & Qualities

Labourers in processing, manufacturing and utilities should be alert, patient, attentive to detail and be able to follow directions. They should be able to carry out repetitive tasks with a positive attitude and be able to adapt to working in areas which are extremely hot or cold.



Wages

According to local employers, salaries in this area range from a low of \$10.00 per hour to a high of \$18.29. The average hourly rate in this area is \$16.58. The provincial average for this occupation is \$16.50/hr.



Future Prospects

Good

The introduction of more sophisticated computerized equipment will lead labourers in processing, manufacturing and utilities to upgrade their computer skills. The introduction of ISO 9000 and the greater regulation of safety and environmental practices in workplaces will mean that these workers will need to hone their textual reading, document use and writing skills.

Labourers in food, beverage and tobacco processing may progress to machine or process operating positions with experience.

Labourers in Food, Beverage and Tobacco Processing



Who hires?

Labourers in this occupational category are employed in fruit and vegetable processing plants, dairies, flour mills, bakeries, sugar refineries, meat plants, breweries and other food, beverage and tobacco processing plants.



Rating

#27 OF 50 TOP JOBS

Landscaping and Grounds Maintenance Labourers

NOC 8612



Snapshot

Landscaping and grounds maintenance labourers perform manual work to assist in the construction of landscapes and related structures, and to maintain lawns, gardens, athletic fields, golf courses, cemeteries, parks, landscaped interiors and other landscaped areas.

Other titles

bulb planter
gardening helper
grass cutter
landscape labourer
sod layer

cemetery labourer
golf course worker
grounds maintenance worker
maintenance worker, parks
transplanter



What they do

Landscaping and grounds maintenance labourers perform some or all of the following duties:

- Spread top soil, lay sod, plant flowers, grass, shrubs and trees and perform other duties to assist with the construction of a landscape and related structures
- Cut grass, rake, fertilize and water lawns, weed gardens, prune shrubs and trees and perform other maintenance duties as directed by supervisor
- Operate and maintain power mowers, tractors, snowblowers, chain saws, electric clippers, sod cutters, pruning saws and other landscape maintenance equipment
- Spray and dust trees, shrubs, lawns and gardens, as directed, to control insects and disease
- Perform other manual duties to clean and maintain landscaped environments
- May be expected to do some general construction, painting, irrigation work, etc., as necessary.

Landscaping and Grounds Maintenance Labourers



Education

- Some secondary school education may be required.
- A provincial licence to apply chemical fertilizers, fungicides, herbicides and pesticides may be required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Able to work with others – teamwork

Organizational Skills

Able to make decisions

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Able to follow directions

Good customer service skills

Ability to keep accurate records



Personal Skills & Qualities

Positive attitude and common sense

Valid driver's license and clean driving record

Good work habits and be in good physical condition

Enjoy working outdoors

Able to follow directions

Mechanical aptitude



Wages

According to local employers, salaries in this area range from a low of \$7.50 per hour to a high of \$20.00. The average hourly rate in this area is \$11.10. The provincial average for this occupation is \$12.84/hr.

Landscaping and Grounds Maintenance Labourers



Future Prospects

Good to excellent

Progression to technical or supervisory occupations in landscaping and horticulture is possible with additional training or experience.



Who hires?

Landscaping and grounds maintenance labourers are employed by landscaping and lawn care companies, golf courses, cemeteries, and landscaping departments of governments and private establishments.



Rating

#24 OF 50 TOP JOBS

Light Duty Cleaners

NOC 6661



Snapshot

Light duty cleaners clean the lobbies, hallways, offices and rooms of hotels, motels, resorts, hospitals, schools, office and other buildings, and private residences.

Other titles

cleaner
hotel cleaner
light duty cleaner
room attendant

hospital cleaner
house cleaner
office cleaner
sweeper



What they do

Light duty cleaners perform some or all of the following duties:

- Sweep, mop, wash, wax and polish floors
- Dust furniture and vacuum carpeting and area rugs, draperies and upholstered furniture
- Make beds, change sheets and distribute clean towels and toiletries
- May be required to do laundry and ironing
- Attend to guests' requests for extra supplies
- Stock linen closet and supplies area
- Clean, disinfect and polish kitchen and bathroom fixtures and appliances
- Clean and disinfect public areas such as changing rooms, showers and elevators
- Disinfect operating rooms and other hospital areas
- Pick up debris and empty trash containers
- Wash windows, walls and ceilings.
- Report and store lost and found items
- May be asked to order supplies
- May provide basic information on facilities
- May have some food prep or cafeteria duties in a health care environment
- May handle complaints
- May be required to sweep sidewalks, move furniture or lift items if necessary.

Light Duty Cleaners



Education

- There are no specific education requirements for this occupation.
- Certification for housekeeping room attendants or similar certification may be required by some employers.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Oral Communication

Thinking Skills - Problem Solving

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Knowledge of Health & Safety an asset



Personal Skills & Qualities

Cleaners should take pride in their work, demonstrate respect for people's personal property and deal with customers or the public in a polite and friendly manner.



Wages

According to local employers, salaries in this area range from a low of \$7.45 per hour to a high of \$18.44. The average hourly rate in this area is \$12.13. The provincial average for this occupation is \$12.84/hr.

Light Duty Cleaners



Future Prospects

Stable to good

The advent of more sophisticated cleaning equipment and chemicals may increase the amount of formal training offered in workplaces. Some specialized cleaners may require accreditation to demonstrate competency. The industry is becoming increasingly competitive and the emphasis on customer service may increase the complexity of oral communication and teamwork.

Progression to supervisory cleaning positions is possible with additional training or experience.



Who hires?

Light duty cleaners are employed by hotels, motels, resorts, recreational facilities, hospitals and other institutions, building management companies, cleaning service companies and private individuals.



Rating

#17 OF 50 TOP JOBS

Machinists and Machining and Tooling Inspectors

NOC 7231



Snapshot

Machinists set up and operate a variety of machine tools to cut or grind metal, plastic or other materials to make or modify parts or products with precise dimensions. Machining and tooling inspectors inspect machined parts and tooling in order to maintain quality control standards.

Other titles

**automotive machinist
general machinist
machined parts inspector
machinist
tooling inspector**

**aviation machinist
machine shop inspector
machining inspector
machinist apprentice**



What they do

Machinists perform some or all of the following duties:

- Read and interpret engineering drawings, blueprints, schematics, charts and tables or study sample parts to determine machining operation to be performed, and plan best sequence of operations
- Compute dimensions and tolerances and measure and lay out work pieces
- Set up, operate and maintain a variety of machine tools including computer numerically controlled (CNC) tools to perform precision, non-repetitive machining operations such as sawing, turning, milling, boring, planing, drilling, precision grinding and other operations
- Fit and assemble machined metal parts and subassemblies using hand and power tools
- Verify dimensions of products for accuracy and conformance to specifications using precision measuring instruments
- May set up and program machine tools for use by machining tool operators.

Machining and tooling inspectors perform some or all of the following duties:

- Verify dimensions of machined parts or tooling using micrometers, verniers, callipers, height gauges, optical comparators, co-ordinate measuring machines (CMM) or other specialized measuring instruments

Machinists and Machining and Tooling Inspectors

- Maintain, repair and calibrate precision measuring instruments such as dial indicators, fixed gauges, height gauges and other measuring devices
- Report deviations from specifications and tolerances to supervisor
- Maintain inspection records and complete inspection reports.



Education

- Grade 12 Diploma (OSSD) or GED is usually required.
- Completion of a four-year apprenticeship program or a combination of over four years of work experience in the trade and some college or industry courses in machining is usually required to be eligible for trade certification.
- Trade certification for machinists is available, but voluntary, in all provinces and territories.
- Trade certification for automotive machinists is available, but voluntary, in Ontario.
- Interprovincial trade certification (Red Seal) is also available to qualified machinists.
- Several years of experience as a machinist, tool and die maker or machining tool operator may be required for machining and tooling inspectors.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Document Use

Numeracy (math skills)

Thinking Skills - Critical Thinking

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Reading Test

Good oral and written communication skills

Common sense

Familiarity with exotic and composite materials may be required for machinists in aviation and other advanced manufacturing sectors.

Machinists and Machining and Tooling Inspectors



Personal Skills & Qualities

Machinists should be detail-oriented, conscientious, confident, and able to work independently as well as with others. They should be positive and flexible when facing problems, and willing to work to deadlines.



Wages

According to local employers, salaries in this area range from a low of \$11.65 per hour to a high of \$24.00. The average hourly rate in this area is \$18.65. The provincial average for this occupation is \$18.00/hr.



Future Prospects

Stable to good

Technological changes, most notably the use of computer-assisted design and computer numerically-controlled machining equipment, may eventually eliminate manual machining operations. Machinists will require additional computer skills to keep pace with the technological advancements in their trade. Machinists will also need improved document use skills to comply with the requirements for extensive and detailed documentation mandated by international quality and manufacturing process standards.

Progression to supervisory positions is possible with experience.



Who hires?

Machinists and machining and tooling inspectors are employed by machinery, equipment, motor vehicle, automotive parts, aircraft and other metal products manufacturing companies and by machine shops.



Rating

#43 OF 50 TOP JOBS



Snapshot

Manufacturing managers plan, organize, direct, control and evaluate the operations of a manufacturing establishment or of a production department within a manufacturing establishment, under the direction of a general manager or other senior manager.

Other titles

automobile production manager	clothing factory manager
dairy plant manager	distillery manager
factory superintendent	foundry manager
manufacturing manager	
operations manager, manufacturing	
plant manager, manufacturing	printing plant manager
textile mill manager	tire plant manager
production manager – manufacturing	



What they do

Manufacturing managers perform some or all of the following duties:

- Plan, organize, direct, control and evaluate the operations of a manufacturing establishment or the operations or production department of a manufacturing establishment
- Develop and implement plans to efficiently use materials, labour and equipment to meet production targets
- Plan and manage the establishment of departmental budget
- Develop production schedules and maintain an inventory of raw materials and finished products
- Plan and implement changes to machinery and equipment, production systems and methods of work
- Direct quality control inspection system and develop production reporting procedures

Manufacturing Managers

- Develop equipment maintenance schedules and recommend the replacement of machines
- Hire, supervise and train or oversee training of employees in the use of new equipment or production techniques
- May need to maintain safety standards and do some equipment maintenance.



Education

- Completion of a college or university program in engineering or business administration is usually required.
- Five to ten years of supervisory experience in manufacturing are required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Document Use

Numeracy (math skills)

**Thinking Skills – decision making, critical thinking,
job task planning and organizing**

Oral Communication

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Good time management skills

Able to work with others – teamwork

Positive attitude and common sense



Wages

According to local employers, salaries in this area range from a low of \$15.00 per hour to a high of \$31.25. The average hourly rate in this area is \$20.00. The provincial average for this occupation is \$28.27/hr.

Manufacturing Managers



Future Prospects

Excellent.

Progression to senior management positions is possible with experience.



Who hires?

Manufacturing managers are employed by a variety of types of manufacturing companies.



Rating

#36 OF 50 TOP JOBS



Snapshot

Workers in this occupation handle, move, load and unload materials by hand or using a variety of material handling equipment.

Other titles

bin filler conveyor console operator
forklift truck operator furniture mover
freight handler (except air transport)
lumber piler – building supplies
storage worker – material handling
railway car loader stockpiler
warehouseman/woman truck loader



What they do

Material handlers (manual) perform some or all of the following duties:

- Load, unload and move products and materials by hand or using basic material handling equipment
- Move household appliances and furniture onto and off moving trucks or vans
- Set up rooms for events, dismantle moveable walls and partitions, and organize or set up office furniture
- Perform other material handling activities such as counting, weighing, sorting, packing and unpacking
- May use computers to track and update inventory
- May need to interact with customers.

Material handlers (equipment operators) perform some or all of the following duties:

- Operate winches and other loading devices to load and unload materials onto and off trucks, railway cars and loading docks of warehouses and industrial establishments
- Operate industrial trucks, tractors, loaders and other equipment to transport materials to and from transportation vehicles and loading docks and to store and retrieve materials in warehouses

Material Handlers

- Connect hoses or pipes and operate equipment to load and unload liquid petroleum, chemical or other products into or from tank cars, tank trucks or storage tanks
- Operate equipment to dump materials such as coal, ore and grain into or to remove materials from railway cars, trucks or other vehicles
- Operate conveyors and equipment to transfer grain or other materials from transportation vehicles to elevators, bins or other storage areas
- May perform other activities, such as opening containers and crates, filling warehouse orders, assisting in taking inventory and weighing and checking materials.



Education

- Some secondary school education may be required.
- Physical strength is required for manual material handlers who work with heavy materials.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Numeracy (math skills)

Oral Communication

Thinking Skills - Significant Use of Memory

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Able to work with others – teamwork

Reading Text

Common sense

Knowledge of first aid an asset

Material Handlers



Personal Skills & Qualities

Material handlers should be well organized.

They should have a positive attitude and be oriented to customer service. They should be patient and industrious.



Wages

According to local employers, salaries in this area range from a low of \$8.00 per hour to a high of \$14.00. The average hourly rate in this area is \$9.83. The provincial average for this occupation is \$13.75/hr.



Future Prospects

Limited to stable

As the focus on safety in the workplace increases, material handlers will be required to learn more about safety regulations, such as those relating to the Transport of Dangerous Goods (TDG). They may need to upgrade their document use and text reading skills in order to gain sufficient knowledge for obtaining a licence for transporting dangerous goods.



Who hires?

Material handlers are employed by transportation, storage and moving companies, and by a variety of manufacturing and processing companies and retail and wholesale warehouses.



Rating

#16 OF 50 TOP JOBS

Motor Vehicle Assemblers, Inspectors and Testers

NOC 9482



Snapshot

Motor vehicle assemblers assemble and install prefabricated motor vehicle parts and components to form subassemblies and finished motor vehicles. Motor vehicle inspectors and testers inspect and test parts, subassemblies, accessories and finished products to ensure proper performance and conformity to quality standards.

Other titles

auto assembly worker

car assembler

door fitter

motor vehicle assembler

transmission installer

van assembler

sport utility vehicle (SUV) assembler

test driver – automobile assembly

assembly inspector & chassis inspector – motor vehicle
manufacturing

body assembler – motor vehicle manufacturing



What they do

Motor vehicle assemblers perform some or all of the following duties:

- Read electrical schematics, blueprints and other technical diagrams
- Bolt, screw, clip, weld, solder or otherwise fasten motor vehicle parts and components together using hand and power tools and equipment
- Operate and tend automated assembling equipment such as robotic and fixed automation equipment
- Connect cables, tubes and wires to complete assemblies and installations
- Position and install parts, subassemblies and accessories such as engines, transmissions, door panels or instrument panels using hand and power tools and other aids like overhead hoists
- Fit and adjust parts such as doors, hoods and trunk lids.

Motor Vehicle Assemblers, Inspectors and Testers

Motor vehicle inspectors and testers perform some or all of the following duties:

- Check motor vehicle exterior priming and colour coats, sealers and glazers, and mark, record and report defects to be repaired
- Test motor vehicle electrical assemblies, equipment and wiring for proper performance using testing devices such as meters, analyzers and timing lights
- Inspect auto parts and fully assembled motor vehicles for defects and to ensure that previously noted defects have been corrected
- Drive and test motor vehicles on roll testing device to ensure that transmission, axle, engine and brakes function properly



Education

- Grade 12 Diploma (OSSD) or GED is usually required.
- Skills required for occupations in this unit group are normally acquired through on-the-job training.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Document Use

Thinking Skills - Problem Solving

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Time management skills

Positive attitude and common sense



Personal Skills & Qualities

Motor vehicle assemblers, inspectors and testers should be flexible and willing to learn. They should be attentive to detail, be physically fit and have perseverance as some tasks are repetitive. They should be able to follow directions and work with others in a team environment. Having good hand/eye coordination is an important attribute.

Motor Vehicle Assemblers, Inspectors and Testers



Wages

According to local employers, salaries in this area range from a low of \$12.00 per hour to a high of \$29.90. The average hourly rate in this area is \$20.00. The provincial average for this occupation is \$20.65/hr.



Future Prospects

Excellent

The increased use of robotics for assembly will place new responsibilities on many workers. Instead of performing some tasks themselves, they will be monitoring robots. In addition, there will be an increased use of computers for conducting tests. In view of these changes, motor vehicle assemblers, inspectors and testers will need to update their computer skills.

Progression to supervisory positions is possible with experience.



Who hires?

Motor vehicle assemblers and motor vehicle inspectors and testers are employed in plants which manufacture automobiles, vans and light trucks.



Rating

#13 OF 50 TOP JOBS

Nurse Aides, Orderlies and Patient Service Associates

NOC 3413



Snapshot

Nurse aides, orderlies and patient service associates assist nurses, hospital staff and physicians in the basic care of patients.

Other titles

health care aide
long term care aide
nursing attendant
patient care aide

hospital attendant
nurse aide
orderly
psychiatric aide



What they do

Nurse aides, orderlies and patient service associates perform some or all of the following duties:

- Answer call signals; supply and empty bed pans; bathe, dress and groom patients; serve meal trays, feed or assist in feeding of patients and assist patients with menu selection; lift, turn or massage patients; shave patients prior to operations; supervise patients' exercise routines, set up and provide leisure activities for patients, and accompany patients on outside recreational activities; and perform other duties related to patient care
- Take patients' blood pressure, temperature and pulse; report or record fluid intake and output; observe or monitor patients' status and document patient care on charts; collect specimens such as urine, faeces or sputum; administer suppositories, colonic irrigations and enemas and perform other procedures as directed by nursing and hospital staff
- Transport patients by wheelchair or stretcher for treatment or surgery
- Carry messages, reports, requisitions and specimens from one department to another
- Make beds and maintain patients' rooms
- Maintain inventory of supplies
- May perform maintenance tasks such as assisting with the set-up and maintenance of traction equipment, cleaning or sterilizing equipment, maintaining and repairing equipment, and assembling, setting-up and operating job-related equipment.

Nurse Aides, Orderlies and Patient Service Associates



Education

- Some secondary school education and on-the-job training or a nursing aide or health care aide college or private institutional program, or a college nursing orderly program and supervised practical training are required.
- Some health care facilities may also require completion of specialized courses such as CPR (cardiopulmonary resuscitation), first aid and food handling/sterile processing.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Document Use

Oral Communication

Working With Others

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Good physical condition



Personal Skills & Qualities

Nurse aides, orderlies and patient service associates should be caring, empathetic and patient. They should also have a positive attitude and enjoy working with all types of people.



Wages

According to local employers, salaries in this area range from a low of \$11.50 per hour to a high of \$19.00. The average hourly rate in this area is \$15.10. The provincial average for this occupation is \$13.60/hr.

Nurse Aides, Orderlies and Patient Service Associates



Future Prospects

Stable

The increasing computerization of patient records and the implementation of new technology, such as machines to lift patients, may make the work less physically demanding in the future.



Who hires?

Nurse aides, orderlies and patient service associates are employed in hospitals, nursing homes, and other health care facilities.



Rating

#23 OF 50 TOP JOBS

Other Labourers in Processing, Manufacturing and Utilities

NOC 9619



Snapshot

This occupational category includes labourers, not elsewhere classified, who perform material handling, clean-up, packaging and other elemental activities in processing, manufacturing and utilities.

Other titles

bindery helper

carton marker

clothing plant labourer

furniture packer

labourer, shoe manufacturing

seed packager

upholsterer helper

box packer

chair sander

electrical products labourer

garment folder

packager, machine

sorter, recyclable materials



What they do

Labourers in this unit group perform some or all of the following duties:

- Transport raw materials, finished products and equipment throughout plant manually or using powered equipment
- Check and weigh materials and products
- Sort, pack, crate and package materials and products
- Assist machine operators, assemblers and other workers
- Clean work areas and equipment
- Perform other labouring and elemental activities.



Education

- Some secondary school education may be required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.

Other Labourers in Processing, Manufacturing and Utilities



Essential Skills

Document Use

Numeracy (math skills)

Thinking Skills - Problem Solving, Job task planning and organizing

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Computer skills

Able to work with others - teamwork

Good oral and written communication skills



Personal Skills & Qualities

Labourers in processing, manufacturing and utilities should be alert, patient and attentive to detail. They should be able to carry out repetitive tasks with a positive attitude and be able to adapt to working in areas which are extremely hot or cold.



Wages

According to local employers, salaries in this area range from a low of \$10.00 per hour to a high of \$20.05. The average hourly rate in this area is \$14.65. The provincial average for this occupation is \$12.70/hr.



Future Prospects

Stable

The introduction of more sophisticated computerized equipment will lead labourers in processing, manufacturing and utilities to upgrade their computer skills. The introduction of ISO 9000 and the greater regulation of safety and environmental practices in workplaces will mean that these workers will need to hone their textual reading, document use and writing skills.

Progression to machine operating positions is possible with experience.

Other Labourers in Processing, Manufacturing and Utilities



Who hires?

These workers are employed by companies that manufacture products such as clothing, footwear, furniture and electrical and electronic products and by printing and packaging companies.



Rating

#50 OF 50 TOP JOBS

Receptionists and Switchboard Operators

NOC 1414



Snapshot

Receptionists and switchboard operators greet people arriving at offices, hospitals and other establishments, direct visitors to appropriate person or service, answer and forward telephone calls, take messages, schedule appointments and perform other clerical duties.

Other titles

admitting clerk

business receptionist

front desk clerk (except hotel)

medical receptionist

receptionist

answering service operator

dental receptionist

hospital admitting clerk

reception clerk

telereceptionist



What they do

The following is a summary of the main duties for some occupations in this unit group:

- Receptionists greet people coming into offices and other establishments, direct them to the appropriate contacts or services, and provide information in person and by phone and may perform clerical duties and maintain front desk security and security access lists.
- Hospital admitting clerks interview patients to obtain and process information required to provide hospital and medical services
- May also schedule and coordinate appointments and be responsible for some billing
- Medical and dental receptionists greet patients, schedule appointments, using manual or computerized systems, receive and record payment for services, and direct patients to appropriate areas.
- Switchboard operators operate a telephone system or switchboard to answer, screen and forward telephone calls, taking messages and providing information as required; and may perform clerical duties.
- Answering service operators answer telephones and record and relay messages.

Receptionists and Switchboard Operators

- Front desk clerks in a variety of institutional and commercial settings direct customers to appropriate areas, record bookings, handle credit card checks, receive payment, issue receipts, arrange tour reservations and deal with emergency situations
- May involve faxing and email correspondence
- May require workers to type manuals and minutes, organize lunches for meetings and training sessions, and help co-workers with extra typing
- May be required to do light cleaning and provide call-in support and security function
- May be expected to stock shelves and order stock and supplies.



Education

- A Grade 12 Diploma (OSSD) or GED is usually required.
- On-the-job training may be provided.
- Some receptionists are required to be bilingual or multilingual to perform their duties.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Oral Communication

Thinking Skills - Job task planning and organizing

Computer Use

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Able to deal with difficult people

Being a caring, empathetic person

Able to work with others in a team environment

Good filing and data entry skills

Common sense

Receptionists and Switchboard Operators



Personal Skills & Qualities

Receptionists and switchboard operators should have excellent interpersonal skills. They should be polite, patient, friendly, outgoing, effective at accurately relaying information to others and flexible in dealing with changing schedules. They should be sensitive to customer and staff needs, professional in representing their company or organization, and able to maintain confidentiality. Receptionists should be able to handle stress and work under pressure. Some employment situations may also involve shift work.



Wages

According to local employers, salaries in this area range from a low of \$7.85 per hour to a high of \$20.62. The average hourly rate in this area is \$15.09. The provincial average for this occupation is \$12.99/hr.



Future Prospects

Stable to excellent

Advances in computer technology will lead to receptionists and switchboard operators using a wider array of computer applications. They may need to upgrade their computer skills in the future.



Who hires?

Receptionists and switchboard operators are employed by hospitals, medical and dental offices and in other offices throughout the public and private sectors.



Rating

#37 OF 50 TOP JOBS

Registered Nurses

NOC 3152



Snapshot

This profession includes registered nurses, nurse practitioners, registered psychiatric nurses and graduates of a nursing program who are awaiting registration (graduate nurses). They provide direct nursing care to patients, deliver health education programs and provide consultative services regarding issues relevant to the practice of nursing.

Other titles

clinical nurse

critical care nurse

intensive care nurse

nursing consultant

occupational health nurse

registered nurse (R.N.)

registered psychiatric nurse (R.P.N.)

community health nurse

graduate nurse

nurse researcher

nursing researcher

private duty nurse



What they do

General duty registered nurses perform some or all of the following duties:

- Assess patients to identify appropriate nursing interventions
- Collaborate with members of an interdisciplinary health team to plan, implement, coordinate and evaluate patient care in consultation with patients and their families
- Administer medications and treatments as prescribed by a physician or according to established policies and protocols
- Monitor, assess, address, document and report symptoms and changes in patients' conditions
- Operate or monitor medical apparatus or equipment
- Assist in surgery and other medical procedures
- May supervise licensed practical nurses and other nursing staff
- May develop and implement discharge planning process on admission of patients
- May teach and counsel patients and their families on health-related issues in collaboration with other health care providers.

Registered Nurses

Registered nurses may specialize in areas such as surgery, obstetrics care, psychiatric care, critical care, pediatrics, geriatrics, community health, occupational health, emergency care, rehabilitation or oncology.

Nurse practitioners are independent care providers with a broader scope of practice relative to registered nurses.

- Occupational health nurses develop and implement employee health education programs and provide registered nursing care in private businesses and industry.
- Community health nurses provide health education and registered nursing care in public health units and through home visits, manage complex home care cases, participate in community needs assessment and program development, conduct disease screening and deliver immunization programs.
- Psychiatric nurses provide nursing care, supportive counselling and life skills programming to patients in psychiatric hospitals, mental health clinics, long-term care facilities and community-based settings.
- Nursing consultants provide consultative services to institutes, associations and health care organizations regarding issues and concerns relevant to the nursing profession and nursing practice.
- Nursing researchers engaged in research activities related to nursing are self-employed or are employed by hospitals, public and private organizations and governments.
- Clinical nurses provide leadership, advice and counsel on the provision of research-based care for specific patient groups within the care of particular health care organizations.

Professionals in this occupational category may also provide general counseling, infection control, death counseling and drug and alcohol rehabilitation.



Education

Registered nurses

- As of January 1, 2005, all new Ontario registered nurses must have a four-year bachelor degree in nursing (BScN) which can be obtained either at a university alone or through a collaborative program delivered jointly by a college and a university.
- Additional academic training or experience is required to specialize in a specific area of nursing.

Registered Nurses

- A master's or doctoral degree in nursing is usually required for clinical nurse specialists, clinical nurses, nursing consultants and nursing researchers.
- Registration with a regulatory body is required in all provinces and territories.

Nurse practitioners

- A master's degree in nursing, or a nursing program or other advanced nurse practitioner diploma program is required.
- Registration with a regulatory body is required in all provinces and territories
- In Ontario, successful completion of the Extended Class Registration Examination (ECRE) is required for registration as Registered Nurse in the Extended Class RN(EC).

Registered psychiatric nurses

- Completion of a college or other registered psychiatric nursing program is required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Working with Others

Oral Communication

Thinking Skills - decision making, problem solving, critical thinking, job task planning and organizing

Writing

Document Use

Reading Text

Continuous Learning

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Positive attitude

Detail oriented

Time management skills

Able to work with others – teamwork

Willing to work shifts and weekends an asset

Registered Nurses



Personal Skills & Qualities

Empathetic, caring nature

Desire to work with people



Wages

According to local employers, salaries in this area range from a low of \$17.25 per hour to a high of \$36.52. The average hourly rate in this area is \$30.40. The provincial average for this occupation is \$23.02/hr.



Future Prospects

Good to excellent due to the continuing shortage of nurses in Ontario
Registered nurses may progress to supervisory and managerial positions with experience.



Who hires?

Registered nurses, nurse practitioners, registered psychiatric nurses and graduates of a nursing program who are awaiting registration (graduate nurses) are employed in a variety of settings including hospitals, nursing homes, extended care facilities, rehabilitation centres, doctors' offices, clinics, community agencies, companies and private homes, or they may be self-employed.



Rating

#8 OF 50 TOP JOBS

Restaurant and Food Service Managers

NOC 0631



Snapshot

Restaurant and food service managers plan, organize, direct, control and evaluate the operations of restaurants, bars, cafeterias and other food and beverage services

Other titles

assistant manager, restaurant	banquet manager
bar manager	cafeteria manager
catering service manager	dining room manager
food services manager	restaurant manager
hotel food and beverage service manager	
restaurateur – food services	



What they do

Restaurant and food service managers perform some or all of the following duties:

- Plan, organize, direct, control and evaluate the operations of a restaurant, bar, cafeteria or other food or beverage service
- Determine type of services to be offered and implement operational procedures
- Recruit staff and oversee staff training
- Set staff work schedules and monitor staff performance
- Control inventory, monitor revenues and modify procedures and prices
- Resolve customer complaints and ensure health and safety regulations are followed
- Negotiate arrangements with suppliers for food and other supplies
- Negotiate arrangements with clients for catering or use of facilities for banquets or receptions
- May act as a marketer for the restaurant.

Restaurant and Food Service Managers



Education

- Completion of a college or other program related to hospitality or food and beverage service management is usually required.
- Several years of experience in the food service sector, including supervisory experience, are required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Essential Skills

Oral Communication

**Thinking Skills - Problem Solving, Decision Making,
Significant Use of Memory and Finding Information**

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Additional Skills

Numeracy (math skills)

Computer skills

Customer service skills

Being bondable as asset

Use of common sense at all times

Personal Skills & Qualities

**Work well with other people –
able to work as team member**

**Flexible and able to adjust to constantly changing
work environment**

Good communication skills

Hard worker and a 'leader' who can motivate others

Organized person with good time management skills

Positive attitude and interest in continuous learning



Wages

According to local employers, salaries in this area range from a low of \$9.00 per hour to a high of \$24.04. The average hourly rate in this area is \$15.17. The provincial average for this occupation is \$14.55/hr.



Future Prospects

Good to excellent

“Every restaurant that is large enough to gain a reputation will need one.”

Progression to senior management in food service is possible with experience.



Who hires?

Restaurant and food service managers are employed in food and beverage service establishments, or they may be self-employed.



Rating

#31 OF 50 TOP JOBS

Retail Salespersons and Sales Clerks

NOC 6421



Snapshot

Retail salespersons and sales clerks sell, rent or lease a range of technical and non-technical goods and services directly to consumers.

Other titles

audio equipment salesperson automobile salesperson
car rental agent retail salesperson
computer salesperson – retail counter clerk – retail
department, furniture, hardware and jewellery sales clerks



What they do

Retail salespersons and sales clerks perform some or all of the following duties:

- Greet customers and discuss type, quality and quantity of merchandise or services sought for purchase, rental or lease
- Advise customers on use and care of merchandise, and provide advice concerning specialized products or services
- Estimate or quote prices, credit terms, trade-in allowances, warranties and delivery dates
- Prepare merchandise for purchase, rental or lease
- Prepare sales, rental or leasing contracts and accept cash, cheque, credit card or automatic debit payment
- Assist in display of merchandise
- Maintain sales records for inventory control
- Operate computerized inventory record keeping and re-ordering systems
- May conduct sales transactions through Internet-based electronic commerce
- May be expected to do light general cleaning.

Retail salespersons may specialize and act as consultants in interior decorating, home entertainment systems, computers and other products and services.

Retail Salespersons and Sales Clerks



Education

- A grade 12 Diploma (OSSD) or GED may be required.
- A university degree or college diploma may be required by some employers.
- Specific subject matter courses or training may be required.
- Demonstrated sales ability and product knowledge are usually required for retail salespersons who sell complex or valuable merchandise, such as automobiles, antiques or computers.
- Technical or sales training programs may be provided by employers.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Critical thinking skills Organizational skills
Customer service skills, experience an asset



Essential Skills

Oral Communication Finding Information
Working With Others Continuous Learning

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

People person with a positive attitude
Good work ethic
Common sense and able to work independently
Be clean, neat and punctual



Wages

According to local employers, salaries in this area range from a low of \$7.50 per hour to a high of \$48.07. The average hourly rate in this area is \$12.43. The provincial average for this occupation is \$10.22/hr.

Retail Salespersons and Sales Clerks



Future Prospects

Stable to excellent

It is anticipated that the Internet may become a common avenue for finding product information for customers. Retail sales associates will thus need to enhance their computer skills. Progression to retail supervisory positions is possible with additional training or experience.



Who hires?

Retail salespersons and sales clerks are employed by stores and other retail businesses, as well as wholesale businesses that sell on a retail basis to the public.



Rating

#2 OF 50 TOP JOBS



Snapshot

Retail trade managers plan, organize, direct, control and evaluate the operations of establishments that sell merchandise or services on a retail basis.

Other titles

antique dealer

bookstore manager

clothing store manager

pleasure boat dealer

sporting goods store manager

supermarket manager

variety store manager

assistant manager – retail

car dealership manager

department store manager

service station manager

store manager – retail

travel agency manager



What they do

Retail trade managers perform some or all of the following duties:

- Plan, direct and evaluate the operations of establishments engaged in retail sales or of departments in such establishments
- Manage staff and assign duties
- Study market research and trends to determine consumer demand, potential sales volumes and effect of competitors' operations on sales
- Determine merchandise and services to be sold, and implement price and credit policies
- Locate, select and procure merchandise for resale
- Develop and implement marketing strategies
- Plan budgets and authorize expenditures
- Resolve customer complaints
- Determine staffing requirements and hire or oversee hiring of staff.

Retail Trade Managers



Education

- A Grade 12 Diploma (OSSD) or GED is required.
- A university degree or college diploma in business administration or other field related to the product or service being sold may be required.
- Several years of related retail sales experience at increasing levels of responsibility are usually required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Customer service oriented

Good time management and organizational skills

Able to work the others - teamwork



Essential Skills

Oral Communication

Thinking Skills - Problem Solving, Decision Making,

Significant Use of Memory, and Finding Information

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

People person who loves to interact with others

Team leader with a positive attitude

Hard worker and detail oriented

Computer skills would be an asset



Wages

According to local employers, salaries in this area range from a low of \$9.00 per hour to a high of \$19.50. The average hourly rate in this area is \$14.25. The provincial average for this occupation is \$17.81/hr.

Retail Trade Managers



Future Prospects

Good to excellent



Who hires?

Retail trade managers are employed by retail sales establishments or they may own and operate their own store.



Rating

#4 OF 50 TOP JOBS

Sales Representatives – Wholesale Trade (Non-Technical)

NOC 6411



Snapshot

Sales representatives, wholesale trade (non-technical), sell non-technical goods and services to retail, wholesale, commercial, industrial, professional and other clients domestically and internationally.

Other titles

food products sales representative

freight sales agent

graphic design sales representative

liquor sales representative

magazine sales representative

oil distributor

periodicals sales representative

security services sales consultant

supervisor, wholesale trade representatives



What they do

Sales representatives, wholesale trade (non-technical), perform some or all of the following duties:

- Promote sales to existing clients
- Identify and solicit potential clients
- Provide clients with presentations on the benefits and uses of goods or services
- Estimate or quote prices, credit or contract terms, warranties and delivery dates
- Prepare or oversee preparation of sales or other contracts
- Consult with clients after sale or signed contracts to resolve problems and to provide ongoing support
- Review and adapt to information regarding product innovations, competitors and market conditions
- Represent companies that export and import products or services to and from foreign countries

Sales Representatives – Wholesale Trade (Non-Technical)

- May conduct sales transactions through Internet-based electronic commerce
- May supervise the activities of other sales representatives
- For some positions a valid driver's license and clean driving record may be necessary.



Education

- A Grade 12 Diploma (OSSD) or GED is required.
- A university degree or completion of a college or other program may be required.
- Experience in sales or in an occupation related to the product or service is usually required.
- Fluency in a foreign language and/or foreign country work or travel experience may be required for sales representatives seeking employment with companies that import or export goods or services.
- Supervisors and senior sales representatives require experience.
- Voluntary certification is available from the Canadian Professional Sales Association.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Customer Service orientation

Able to work independently

Able to make decisions



Essential Skills

Numeracy (math skills)

Oral Communication

Thinking Skills - Problem Solving, Decision Making, Job task planning and organizing, Significant Use of Memory, and Finding Information

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml

Sales Representatives – Wholesale Trade (Non-Technical)



Personal Skills & Qualities

Employees in this category should be positive, highly motivated, easy to get along with, creative and should demonstrate a sense of humour. Computer skills would be a definite asset.



Wages

According to local employers, salaries in this area range from a low of \$10.00 per hour to a high of \$36.06. The average hourly rate in this area is \$17.56. The provincial average for this occupation is \$17.92/hr.



Future Prospects

Good to excellent

Sales representatives in this category will increasingly rely on computer-technology to interact, at a distance, with clients and to access information from their sales offices and suppliers. This will create a need for sales representatives - wholesale trade (non-technical), to update their computer skills and use them more frequently in their day-to-day activities. In addition, the business environment is becoming more sophisticated, placing a new emphasis on continuous learning.

Progression to sales management positions is possible with additional training or experience.



Who hires?

Sales representatives in this category are employed by establishments that produce or provide goods and services such as petroleum companies, food, beverage and tobacco producers, clothing manufacturers, motor vehicles and parts manufacturers, hotels, business services firms, and transportation companies. Auctioneers and sales representatives who are supervisors are also included in this occupational category.



Rating

#28 OF 50 TOP JOBS

Sales, Marketing and Advertising Managers

NOC 0611



Snapshot

Sales, marketing and advertising managers plan, organize, direct, control and evaluate the activities of establishments and departments involved in commercial, industrial, wholesale and e-business sales, marketing, advertising and public relations.

Other titles

Internet communications manager

advertising director/manager

Web communications manager

director, communications

director, public relations

fundraising campaign manager

promotions manager

sales and marketing manager

Web marketing manager

corporate sales manager

director, media relations

manager, e-business

marketing manager

regional sales manager



What they do

The following is a summary of main duties:

- Sales managers plan, direct and evaluate the activities of sales departments in commercial, industrial, wholesale and other non-retail establishments.
- Marketing managers establish distribution networks for products and services, initiate market research studies and analyze their findings, assist in product development, and direct and evaluate the marketing strategies of establishments.
- Advertising managers plan, direct and evaluate the activities of firms and departments that develop and implement advertising campaigns to promote the sales of products and services.
- Public relations managers direct and evaluate establishments and departments that develop and implement communication strategies and information programs, publicize activities and events, and maintain media relations on behalf of businesses, governments and other organizations.

- E-business managers plan, organize, direct, control and evaluate the design, development and maintenance of Internet and Intranet sites to manage an organization's Internet presence including public relations, communications and commercial activities
- May supervise, train and evaluate staff.
- May negotiate with vendors and contractors to coordinate media cost/placement/scheduling
- May develop advertising campaigns for various media – design layouts and prepare copy



Education

Sales and marketing managers

A university degree or college diploma in business administration or in a related field with a specialization in sales or marketing and several years of experience as a sales or marketing representative or in a related occupation are required.

Advertising and public relations managers

A university degree or college diploma in public relations, communications, marketing, journalism or in a related field and several years of experience as an advertising officer, public relations officer or communications officer or in a related occupation are required.

E-business managers

A university degree or college diploma in a field related to Web site content and experience in Web site design, interactive media development, data administration or information systems analysis or experience related to Web site content are usually required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Able to make cold calls

Good planning and organizational skills

Able to maintain existing accounts and generate new accounts



Essential Skills

Working with Others **Oral communication**
Thinking Skills - Problem Solving, Decision Making,
Job Task Planning and Organizing
Computer Use **Writing**
Continuous Learning

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

People person with good interpersonal communication skills
Hard worker who is able to work independently
when necessary
Positive attitude and common sense
Good computer skills and familiarity with general office
equipment



Wages

According to local employers, salaries in this area range from a low of \$10.00 per hour to a high of \$33.17. The average hourly rate in this area is \$21.93. The provincial average for this occupation is \$28.06/hr.



Future Prospects

Stable to good

Progression to senior management positions is possible with experience.



Who hires?

Sales, marketing and advertising managers are employed by commercial, industrial and wholesale establishments, marketing and public relations consulting companies and government departments.



Rating

#38 OF 50 TOP JOBS



Snapshot

Secondary school teachers prepare and teach academic, technical, vocational or specialized subjects at public and private secondary schools. Secondary school teachers who are heads of departments and high school librarians are included in this category.

Other titles

secondary school teachers e.g. English, Biology, Commerce, and History
adult education, special education and remedial teachers, secondary school
French as a second language teacher, high school
Vocational teachers and Trades instructors
librarians, supply teachers and department heads, secondary school



What they do

Secondary school teachers perform some or all of the following duties:

- Prepare subject material for presentation to students according to an approved curriculum
- Teach students using a systematic plan of lectures, discussions, audio-visual presentations, and laboratory, shop and field studies
- Assign and correct homework
- Prepare, administer and correct tests
- Evaluate progress, determine individual needs of students and discuss results with parents and school officials
- Prepare and implement remedial programs for students requiring extra help
- Participate in staff meetings, educational conferences and teacher training workshops
- May advise students on course selection and on vocational and personal matters
- May supervise student teachers and teaching assistants.

Secondary School Teachers

Secondary school teachers may specialize in such areas as mathematics, English, French, special education or second language instruction. Secondary school teachers of vocational and trades subjects may specialize in areas such as hairdressing or auto mechanics.



Education

- Teachers of academic subjects require a bachelor's degree in education which is often preceded by a bachelor's degree in the arts or sciences.
- Teachers of vocational or technical subjects require a bachelor's degree in education which is usually preceded by specialized training or experience in the subject.
- Department heads usually require several years of teaching experience.
- To specialize in special education or English or French as a second language, additional training is required.
- A provincial teaching certificate is required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Computer skills

Strong organizational skills



Essential Skills

Oral Communication

Working with Others

Writing

Reading text

Document Use

Continuous Learning

**Thinking skills - Problem Solving, Critical Thinking,
Job Task Planning and Organizing, Finding Information,
Decision Making**

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Love of teaching

Caring, empathetic personality

Positive attitude and interest in helping children

Strong organizational skills

Secondary School Teachers



Wages

According to local employers, salaries in this area range from a low of \$18.22 per hour to a high of \$38.97. The average hourly rate in this area is \$28.59. The provincial average for this occupation is \$25.93/hr.



Future Prospects

Limited to stable

Progression to vice-principal or other administrative positions in the education system is possible with experience.



Who hires?

Secondary school teachers are employed by public and private secondary schools.



Rating

#21 OF 50 TOP JOBS

Secretaries (Except Legal and Medical)

NOC 1241



Snapshot

Secretaries perform a variety of administrative duties in support of managerial and professional employers.

Other titles

private secretary technical secretary
secretary (except Legal and Medical)
executive secretary (except Legal and Medical)



What they do

Secretaries perform some or all of the following duties:

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from shorthand, machine dictation and handwritten copy using computers
- pen and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings of employer
- May provide managerial support
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings
- Arrange travel schedules and make reservations
- May compile data, statistics and other information and may conduct research
- May organize conferences
- May supervise and train other staff in procedures and in use of current software

Secretaries (Except Legal and Medical)



Education

- A Grade 12 Diploma (OSSD) or GED is usually required.
- Completion of a one- or two-year college or other program for secretaries or previous clerical experience is required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Time management skills

Employers may request specific proficiencies e.g. words per minute in areas like shorthand and keyboarding



Essential Skills

Computer Use

Oral Communication

Working with Others

Reading Text

Writing

Document Use

Thinking Skills - Job Task Planning and Organizing,

Problem Solving, Finding Information, Critical Thinking,

Decision Making and Significant Use of Memory

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Common sense

Positive attitude

Maturity



Wages

According to local employers, salaries in this area range from a low of \$12.00 per hour to a high of \$20.60. The average hourly rate in this area is \$14.70. The provincial average for this occupation is \$14.72/hr.

Secretaries (Except Legal and Medical)



Future Prospects

Stable



Who hires?

Secretaries are employed throughout the private and public sectors.



Rating

#9 OF 50 TOP JOBS



Snapshot

Shippers and receivers ship, receive and record the movement of parts, supplies, materials, equipment and stock to and from an establishment.

Other titles

freight receiver
import freight clerk
shipper
shipping agent

freight shipper
receiver
shipper-receiver
shipping and receiving clerk



What they do

Shippers and receivers perform some or all of the following duties:

- Determine method of shipment and arrange shipping; prepare bills of lading, customs forms, invoices and other shipping documents manually or by computer
- Assemble containers and crates, record contents manually or in computer system, pack goods to be shipped and affix identifying information and shipping instructions
- Oversee loading and unloading of goods from trucks or other conveyances and coordinate with drivers
- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods
- Unpack, code and route goods to appropriate storage areas
- Maintain internal, manual or computerized record-keeping systems
- May operate forklift, hand truck or other equipment to load, unload, transport and store goods
- May do some maintenance on forklift and other equipment
- May oversee recycling
- May be expected to build skids.

Shippers and Receivers



Education

- A Grade 12 Diploma (OSSD) or GED is usually required.
- Experience in a related clerical occupation or as a warehouse worker may be required.
- Some employers will provide training specific to their needs.
- Forklift certificate may be required.
- Valid Driver's licence may be required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Computer Skills, especially in Windows and inventory control software
Attention to detail



Essential Skills

Document Use Oral Communication
Thinking Skills - Job task planning and organizing

For more information on Essential Skills visit:
http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Shippers and receivers should have a positive attitude and good interpersonal skills to obtain the co-operation of truck drivers, suppliers and co-workers. They should be well organized.



Wages

According to local employers, salaries in this area range from a low of \$10.60 per hour to a high of \$18.29. The average hourly rate in this area is \$15.19. The provincial average for this occupation is \$13.33/hr.

Shippers and Receivers



Future Prospects

Stable to good

Increasing computerization may mean that more shippers and receivers will require computer skills in order to work with computerized forms and invoices and to use bar-coding.

Progression to supervisory positions is possible with additional training or experience.



Who hires?

Shippers and receivers are employed in the public sector and by retail and wholesale establishments, manufacturing companies, and other commercial and industrial establishments.



Rating

#44 OF 50 TOP JOBS

Truck Drivers

NOC 7411



Snapshot

Truck drivers operate heavy trucks to transport goods and materials over urban, interurban, provincial and international routes.

Other titles

bulk goods truck driver

flatbed truck driver

long haul truck driver

shunt truck driver

truck driver, heavy truck

dump truck driver

logging truck driver

moving van driver

tow truck driver

truck driver, tractor-trailer



What they do

Long-haul truck drivers perform some or all of the following duties:

- Operate and drive straight or articulated trucks, weighing over 4600 kg with three or more axles, to transport goods and material to destinations
- Oversee all aspects of vehicles, such as condition of equipment, loading and unloading, and safety and security of cargo
- Perform pre-trip inspection of vehicle systems and equipment such as tires, lights, brakes and cold storage
- Perform emergency roadside repairs
- Obtain special permits and other documents required to transport cargo on international routes
- Record cargo information, distance travelled, fuel consumption and other information in log book or on on-board computer
- Communicate with dispatcher and other drivers using two-way radio, cellular telephone and on-board computer
- May drive as part of a two-person team or convoy
- May transport hazardous products or dangerous goods.

Truck Drivers

Line-haul and local truck drivers perform some or all of the following duties:

- Operate and drive straight trucks to transport goods and materials over urban and short inter-urban routes
- May drive lighter, special purpose trucks such as tow trucks, dump trucks, hydrovac trucks or cement mixing trucks
- Perform pre-trip inspection and oversee all aspects of vehicles such as condition of equipment, and loading and unloading of cargo.



Education

- A grade 12 Diploma (OSSD) or GED is usually required.
- On-the-job training is provided.
- A Class D licence is required to drive straight trucks.
- A Class A licence is required to drive articulated trucks.
- Air brake endorsement (Z) is required for drivers who operate vehicles equipped with air brakes.
- Transportation of dangerous goods (TDG) certification is required for drivers who transport hazardous products or dangerous goods.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Computer skills

Able to keep accurate and legal log books

Able to complete all required paperwork including customs forms

Professional customer service skills

Good oral and written communication skills to handle inquiries from customers

Able to cross into the USA



Essential Skills

Document Use

Thinking Skills – Problem Solving

For more information on Essential Skills visit:

http://srv600.hrdc-dhrhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Truck drivers should be patient, alert, organized and able to handle the stress of heavy traffic and tight deadlines. They should have a positive attitude and the ability to work alone for considerable periods of time. They need to be able to plan a route that will get them to their destination on time.



Wages

According to local employers establishing salaries for truck drivers is difficult because many of the long distance drivers are paid by the mile not by the hour. Employers estimate annual salaries in this area range from a low of \$40,000 to a high of \$75,000 per year. The provincial average hourly rate for this occupation is \$15.68.



Future Prospects

Good to excellent

The trend toward a higher level of log book enforcement means that truck drivers need to be able to fill in complex documentation accurately. Some drivers may need to upgrade their document use skills to meet the more stringent requirements. With the growing use of computerized satellite systems in trucks, their drivers will also need to become more computer literate.

Progression to supervisory positions or to non-driving occupations, such as driver trainer, safety officer or truck dispatcher is possible with additional training or experience.



Who hires?

Truck drivers are employed by transportation companies, manufacturing and distribution companies, moving companies and employment service agencies, or they may be self-employed. This category also includes shunters who move trailers to and from loading docks within trucking yards or lots.



Rating

#5 OF 50 TOP JOBS

Visiting Homemakers, Housekeepers and Related Occupations

NOC 6471



Snapshot

Visiting homemakers provide ongoing or short-term home support services for individuals and families during periods of incapacitation, convalescence or family disruption.

Housekeepers perform housekeeping and other home management duties in private households, embassies and other residential establishments.

Companions provide elderly and convalescent clients with companionship and personal care in residential settings.

Foster parents care for children or family members in their homes under the direction of a foster parent agency.

Other titles

companion

home support worker

personal aide

personal care attendant – home care

respite worker – home support

foster parent

housekeeper

visiting homemaker



What they do

Visiting homemakers perform some or all of the following duties:

- Care for individuals and families during periods of incapacitation, convalescence or family disruption
- Administer bedside and personal care to clients such as aid in ambulation, bathing, personal hygiene, and dressing and undressing
- Plan/prepare meals and special diets, and feed/assist in feeding clients
- Demonstrate infant care to new parents
- May perform routine health-related duties such as changing non-sterile dressings, administering medications and collecting specimens under the general direction of home care agency supervisor or nurse
- May perform routine housekeeping duties such as laundry, washing dishes and making beds.

Visiting Homemakers, Housekeepers and Related Occupations

Housekeepers perform some or all of the following duties:

- Perform housekeeping and other home management duties under general direction of employer
- Plan and prepare meals independently or with employer, and may serve meals
- May care for children.

Companions perform some or all of the following duties:

- Provide elderly and convalescent clients with companionship and personal care in client's home under general direction of home care agency supervisor or family members
- Aid clients with ambulation, bathing and other aspects of personal hygiene.

Foster parents perform some or all of the following duties:

- Care for foster children, usually on an emergency or temporary basis, as family members under general direction of foster parent agency
- Consult foster parent agency supervisors for advice and when problems arise
- Administer therapeutic programs for foster children, as directed by foster agency social workers.



Education

- Some secondary school education is usually required.
- Child-care or home management experience may be required.
- Visiting homemakers may require college or other courses in home support.
- First aid certification may be required.
- Some employers prefer candidates with Personal Support Worker (PSW) certificate.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Good physical condition

Caring, empathetic personality

Positive attitude

Visiting Homemakers, Housekeepers and Related Occupations



Essential Skills

Oral Communication

Thinking Skills - Problem Solving

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Visiting homemakers, housekeepers and workers in related occupations should be patient, understanding, positive, compassionate and sincere. They should enjoy working with people.



Wages

According to local employers, salaries in this area range from a low of \$9.00 per hour to a high of \$15.60. The average hourly rate in this area is \$12.22. The provincial average for this occupation is \$10.81/hr.



Future Prospects

Good to excellent

The trend to early discharge from hospital is creating a large group of people who need assistance with personal care and household tasks.

Changes in homemaker service requirements which will place more focus on personal and medical care rather than on cleaning. This will mean that some workers will need to update their personal care qualifications in the future.



Who hires?

Visiting homemakers are employed by government, non-profit and home care agencies, or are self-employed.

Housekeepers work in private households, embassies and other residential establishments. Companions are employed by home care agencies or may be self-employed and foster parents work in their own homes under the direction of a foster parent agency.



Rating

#26 OF 50 TOP JOBS

Welders and Related Machine Operators

NOC 7265



Snapshot

Welders operate welding equipment to weld ferrous and non-ferrous metals. This category also includes machine operators who operate previously set up production welding, brazing and soldering equipment.

Other titles

aviation welding technician
brazing machine setter
journeyman/woman welder
pressure vessel welder
soldering machine
welder apprentice

brazing machine operator
electric arc welder
laser welding operator
production welder
operator spot welder
welder-fitter



What they do

Welders perform some or all of the following duties:

- Read and interpret blueprints or welding process specifications
- Operate manual or semi-automatic welding equipment to fuse metal segments using processes such as gas tungsten arc welding (GTAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), plasma arc welding (PAW), shielded metal arc welding (SMAW), oxy-acetylene welding (OAW), resistance welding and submerged arc welding (SAW)
- Operate manual or semi-automatic flame-cutting equipment
- Operate brazing and soldering equipment
- Operate metal shaping machines such as brakes, shears and other metal straightening and bending machines
- Repair worn parts of metal products by welding on extra layers.

Welders may specialize in certain types of welding such as custom fabrication, ship building and repair, aerospace precision welding, pressure vessel welding, pipeline construction welding, structural construction welding, or machinery and equipment repair welding.

Welders and Related Machine Operators

Welding, brazing and soldering machine operators perform some or all of the following duties:

- Operate previously set up welding machines such as spot, butt and seam resistance or gas and arc welding machines to fabricate or repair metal parts
- Operate previously set up brazing or soldering machines to bond metal parts or to fill holes, indentations and seams of metal articles with solder
- Start up, shut down, adjust and monitor robotic welding production line
- Assist with the maintenance and repair of welding, brazing and soldering equipment
- May adjust welding heads and tooling according to work specifications.



Education

Welders

- A Grade 12 Diploma (OSSD) or GED is usually required.
- Completion of a three-year apprenticeship program or a combination of over three years of work experience in the trade and some college or industry courses in welding is usually required to be eligible for trade certification.
- Interprovincial trade certification (Red Seal) is also available to qualified welders.

Welding, brazing and soldering machine operators

- Some secondary school education is required.
- Several months of on-the-job training are usually provided.
- Experience as a machine operator helper may be required.
- Experience with robotics may be required.

If you want to upgrade your education or skills, a complete list of school boards, colleges and upgrading programs can be found on page 161.



Additional Skills

Safety conscious

Mechanical aptitude

Good hand-eye coordination

Welders and Related Machine Operators



Essential Skills

Numeracy (math skills)

Thinking Skills - Problem Solving

For more information on Essential Skills visit:

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/Understanding_ES_e.shtml



Personal Skills & Qualities

Welders and related machine operators should be willing to learn, interested in welding, concerned about quality and precision and be production-minded. They should also be honest and reliable.



Wages

According to local employers, salaries in this area range from a low of \$12.00 per hour to a high of \$24.00. The average hourly rate in this area is \$18.75. The provincial average for this occupation is \$20.87/hr.



Future Prospects

Stable

In the near future, plants will have joysticks for operating the welding machines, reducing the time and physical strength needed to set the machines, but requiring the learning of the finer hand movements needed for operating the joysticks. Operators may have to learn new information and technology involved in producing more complex vessels for export markets and in meeting changing safety and quality requirements. This may entail the use of more textual reading and document use skills.

Progression to supervisory positions is possible with experience.



Who hires?

Welders are employed by companies that manufacture structural steel and platework, boilers, heavy machinery, aircraft and ships and other metal products, and by welding contractors and welding shops, or they may be self-employed.



Rating

#30 OF 50 TOP JOBS

Bruce County

Upgrading programs – free of charge, confidential, training for adults needing to upgrade their literacy, educational and workforce skills.

Kincardine

Saugeen Shores Adult Learning Centre
(Owen Sound & North Grey Union Public Library)
Tel: 519-389-2302 Email: learning@bmts.com

Saugeen Shores (Port Elgin, Southampton & Kincardine)

Saugeen Shores Adult Learning Centre
(Owen Sound & North Grey Union Public Library)
Tel: 519-389-2302 Email: learning@bmts.com

Southampton

Saugeen First Nation SCROLL Program
Tel: 519-797-2392 Email: sgeorge@saugeenfirstnation.ca

Walkerton

Walkerton & District Learning Centre
(Owen Sound & North Grey Union Public Library)
Tel: 519-881-3858 Email: walkertonalc@bmts.com

Wiarton

Bruce Peninsula Adult Learning Centre
(Owen Sound & North Grey Union Public Library)
Tel: 519-534-4911 Email: bpalc@bmts.com

Chippewas of Nawash First Nation – Ken-Dass-Win Communications

Tel: 519-534-5092 Email: jfckeesh@the-matrix.ca

School Boards in Bruce County

Bluewater District School Board

P.O. Box 190, 351 1st Avenue North, Chesley, Ontario N0G 1L0
Tel: (519) 363-2014

Bruce-Grey Catholic District School Board

799 16th Avenue, Hanover, Ontario N4N 3A1
Tel: (519) 364-0605

Grey County

Upgrading programs – free of charge, confidential, training for adults needing to upgrade their literacy, educational and workforce skills.

Durham

Owen Sound Adult Learning Centre

Tel: 519-881-3858 E-mail: walkertonalc@bmts.com

Flesherton

Owen Sound Adult Learning Centre

Tel: 519-924-2241 E-mail: sglearning@datastore.ca

Hanover

Owen Sound Adult Learning Centre

Tel: 519-881-3858 (in Walkerton) E-mail: walkertonalc@bmts.com

Meaford

Owen Sound Adult Learning Centre

Tel: 519-376-6628 E-mail: learning@e-owensound.com

Owen Sound

Georgian College, Owen Sound campus

Tel: 519-376-0840 Email: jkirby@georgianc.on.ca

Owen Sound Adult Learning Centre

Tel: 519-376-6628 Email: learning@e-owensound.com

School Boards in Grey County

Bluewater District School Board

P.O. Box 190, 351 1st Avenue North, Chesley, Ontario N0G 1L0

Tel: (519) 363-2014

Bruce-Grey Catholic District School Board

799 16th Avenue, Hanover, Ontario N4N 3A1

Tel: (519) 364-0605

Colleges in Grey County

Georgian College of Applied Arts and Technology

Owen Sound Campus

1450 8th Street East, Owen Sound, Ontario N4K 5R4

Tel: (519) 376-0840

Huron County

Upgrading programs – free of charge, confidential, training for adults needing to upgrade their literacy, educational and workforce skills.

Clinton

The Centre for Employment & Learning
Avon Maitland District School Board
Tel: 519-482-1700 or 1-800-598-2260
E-mail: Heather_Robinet@fcmail.amdsb.ca

Exeter

The Centre for Employment & Learning
Avon Maitland District School Board
Phone: 235-4079 E-mail: Barb_Shipley@fcmail.amdsb.ca

Goderich

The Centre for Employment & Learning
Avon Maitland District School Board
Tel: 519-524-2515 E-mail: Dianne_Allen@fcmail.amdsb.ca

Seaforth

The Centre for Employment & Learning
Avon Maitland District School Board
Tel: 519-527-0305 E-mail: Heather_Robinet@fcmail.amdsb.ca

Wingham

The Centre for Employment and Learning
Avon Maitland District School Board
Tel: 519-357-4995 (Ext 19) E-mail: MaryAnn_Doyle@fcmail.amdsb.ca

School Boards in Huron County

Avon Maitland District School Board

62 Chalk Street North, Seaforth, Ontario N0K 1W0
Tel: (519) 527-0111 Toll free: 800-592-5437

Huron-Perth County Catholic District School Board

87 Mill Street, Dublin, Ontario N0K 1E0
Tel: (519) 345-2440

Perth County

Upgrading programs – free of charge, confidential, training for adults needing to upgrade their literacy, educational and workforce skills.

Listowel

Conestoga College, satellite campus

Tel: 519-291-1259 E-mail: kmccutchen@conestogac.on.ca

St. Marys

St. Marys Adult Learning Program

Tel: 519-284-4408 E-mail: st.maryslearn@post.library.on.ca

Stratford

Conestoga College, Stratford Campus

Tel: 1-800-463-0796 E-mail: mhaslam@conestogac.on.ca

School Boards in Perth County

Avon Maitland District School Board

62 Chalk Street North, Seaforth, Ontario N0K 1W0

Tel: (519) 527-0111 Toll free: 800-592-5437

Huron-Perth County Catholic District School Board

87 Mill Street, Dublin, Ontario N0K 1E0

Tel: (519) 345-2440

Colleges in Perth County

Conestoga College of Applied Arts and Technology

Stratford Campus

130 Young Street, Stratford, Ontario N5A 1J7

Tel. 519-271-5700

North West Simcoe County

Upgrading programs – free of charge, confidential, training for adults needing to upgrade their literacy, educational and workforce skills.

Collingwood

Georgian College, Collingwood Campus

Tel: 705-445-2961 E-mail: kkirkham@geogianc.on.ca

The Collingwood Learning Centre

Tel: 705-444-2250 E-mail: geolit@georgian.net

The Learning Centres, Collingwood Campus

Tel: 705-445-9019 Ext. 45 E-mail: jryan@thelearningcentres.com

Wasaga Beach

The Collingwood Learning Centre

Tel: 705-444-2250 E-mail: geolit@georgian.net

School Boards in Simcoe County

Simcoe County District School Board

Education Centre, 1170 Highway 26, Midhurst, Ontario L0L 1X0

Tel: (705) 728-7570

Simcoe Muskoka Catholic District School Board

46 Alliance Blvd., Barrie, Ontario L4M 5K3

Tel: (705) 722-3555

Colleges in Simcoe County

Georgian College of Applied Arts and Technology

Barrie Campus, One Georgian Drive, Barrie, Ontario L4M 3X9

Tel: (705) 728-1968

Collingwood Campus

49 Huron Street, Collingwood, Ontario L9Y 1C5

Tel: (705) 445-2961

Midland

649 Prospect Blvd., Midland, Ontario L4R 4L3

Tel: (705) 526-3666

Orillia Campus

825 Memorial Avenue, Box 2316, Orillia, Ontario L3V 6S2

Tel: (705) 325-2740

Some internet resources to check out

Job Bank

Find a complete listing of jobs that you can search by occupation, NOC code or location.

www.jobbank.gc.ca

Job Match

Allows job seekers to advertise their skills in Service Canada's Job Bank. You will need to create an account to manage up to 3 job profiles.

<http://srv601.hrdc-drhc.gc.ca/JobMatching/common/login.aspx>

Career Exploration

A site where you can identify and research your career options.

www.jobsetc.ca

Job Search

A great site with lots of interesting content including a resume builder and information on job search techniques.

www.jobbank.gc.ca/Intro_en.asp

Build your Occupational Profile

Build a profile for the occupation of your choice. The report can be customized or tailored to meet your needs.

www.labourmarketinformation.ca/standard.asp?ppid=85&lcode=E&prov=&gaid=&occ=&search_key=1&pre_sel_criteria=0

Ontario Job Futures

Provides information on the current trends and future outlook for 163 occupations common to Ontario including an Overview of Ontario's Employment Patterns and a variety of links to other useful educational and training web sites.

www1.on.hrdc-drhc.gc.ca/ojf/ojf.jsp

Some internet resources to check out

Essential Skills

Allows you to search close to 200 occupational profiles to learn more about the skills you need for the job you want. The 'Understanding Essential Skills' link has basic information on what Essential Skills are.

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/home_e.shtml

Apprenticeship

Links to information on Apprenticeships in the auto service, construction, service, and manufacturing sectors.

www.sdc.gc.ca/asp/gateway.asp?hr=en/on/lmi/eaid/occinfo/apprent.shtml&hs=pxr

Human Resources and Social Development Canada

Links to a wide variety of employment-related websites including wage subsidy and incentive programs.

www.sdc.gc.ca/en/gateways/topics/pxr-gxr.shtml

