

**SECTION 152 – JOB TABLES AND WORK PROGRAMMES**

**Job Tables**

3206. **Job Tables are Required.**

- a. To make a preliminary estimate of plant requirements.
- b. To enable a work programme to be prepared.

3207. For rough preliminary estimates it may be sufficient to list the major items of work, and to use planning data to assess the plant-days and man-days required.

3208. The exact form of a job table will depend upon its actual purpose. A form suitable for comparatively small tasks carried out entirely by plant is shown in RESPB No 5c, Table 33. A more comprehensive form, adaptable for all purpose, is shown in Table 99.

**Job Priority List**

3209. To prepare a work programme, first make a job priority list, by breaking down the job table into successive stages. The first group of tasks comprise those which can be started at once, e.g. forming access routes, clearing, and cutting catchwater drains. The start of second group tasks depends upon progress on the first group, and so on. An example of a job priority list is given in RESPB No 5c, Section 36 para 6(f).

**Work Programmes**

3210. Two examples of work programmes are shown in RESPB No 5c, Tables 13.1 and 13.2. The method of preparation depends upon whether the ruling factor is limitation of resources or time available.

3211. **Steps in Preparing a Work Programme, when Resources are the Ruling Factor.**

- a. List all available plant.
- b. Mark in servicing time.

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- c. Allocate plant for any fixed commitment, eg, haul road maintenance, loading at quarry.
- d. Allocate plant to each first priority task, as shown on the job priority list.
- e. Continue allocation through successive priority groups, phasing the start of work as desirable until all items on the job priority list are marked off.
- f. Time for changeover of tasks, e.g. tasks, tractor from hauling to dozing, and for travelling, must be entered wherever, necessary but no allowance should be shown in the programme for unpredictable delays, e.g. breakdowns or bad weather.

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**TABLE 32.1-EXAMPLE OF JOB TABLE**

Serial No	Task					Plant				Labour			Remarks
	Item and description	Soil type	Haul distance	Gradient	Quantity	Type required or available	Output per hour	Allotted		Manhours	Number allotted	Hours	
								Number	Hours				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)	(n)	(o)
1.	Form access road	GP	-	1:50	2,000 linear yds	(a) Size I tractor + angledozer (b) Medium wheeled tractor + CCU + 8-yr scraper	- -	1 2	12 16	- -	- -	- - }	Rough estimate
2.	Medium clearing-thick undergrowth	-	-	-	4 acres	Size II tractor + angledozer	0.25 & cre	2	8	40	5	8	

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	h and a few small trees												
3.	Clear trees up to 24-in diam	-	-	-	5 No	Size I tractor + ang-ledozer	3 No	1	2	-	-	-	
4.	Clear trees up to 10 in diam	-	-	-	30 No	Size I tractor + ang-ledozer	12 No	1	2 1/2	-	-	-	
5.	Clear hedge bank	-	-	-	42 linear yds	Size I tractor + ang-ledozer	-	1	2	-	-	-	Rough estimate
6.	Excavate top soil and unsuitable material on Cross Section 1 to 5	Common earth	200 ft	level	2.580 cu yds	(a) Size I tractor + CCU + 12-yd scraper  (b) Size II tractor + CCU + 3-yd scraper	120 cu yds 100 cu yds	1 1	12 12	- -	- -	- -	Waste  Waste

3212. **Steps in Preparing a Work Programme, when Time is the Ruling Factor.**

- a. Mark in the prescribed completion time.
- b. Enter in pencil the standard servicing periods. These may later be staggered for individual machines, but they must not be overlooked.
- c. Allocate plant required for fixed commitments, eg, haul road, quarries.
- d. Examine and adjust the job priority list, to eliminate avoidable delays, eg, cut haulage time by using borrow pits.
- e. Analyze the machine-hours for each type of machine, as shown on the job table and job priority list, and prepare a summary. An example is given in RESPB No 5c, Section 34, para 4.
- f. Divide the work into approximate phases based on the priority groups, making the machine-hours for basic machines roughly the same in each phase. The time allotted to each phase depends upon the number of phase and the total time available.
- g. Resolve the numbers of machines required from the machine-hours per phase and the time allotted to a phase, allowing a reserve of important plant items.
- h. Enter the detail of the plant required and compile the programme as described in para 348.