

Workforce Focus

*From the Workforce Planning Board
of Waterloo Wellington Dufferin*

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Disappearing Jobs

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Disappearing Jobs: The following occupations each lost significant numbers of workers in Ontario over the last fifteen years. Though each is in the estimated top twenty occupations with employment loss, they are not necessarily the top five. The “Most Important Essential Skills” are those that are most regularly utilized and can be transferred to another job. The “Transition Prospects” are stable or growing occupations that are related or have a similar skill level.

General Secretaries

With managers now doing most of their own word processing, data entry, and correspondence, fewer offices require full-time secretaries. Increasing office automation and organizational restructuring will continue to decrease demand for these workers. The number of secretaries in Ontario decreased by nearly 30,000 between 1996 and 2006.

Most Important Essential Skills

- Document Use
- Oral Communication

Transition Prospects

- Executive Assistants
- Customer Service Reps
- Medical Secretaries
- Production Clerks
- Purchasing & Inventory Clerks
- Receptionists

Skill Level: Most secretaries have completed secondary school, while an increasing number have taken a one or two-year college program. Most are fluent with common computer software programs.

Local Workforce (Waterloo-Wellington-Dufferin, 2006): Approximately 4,000 workers.

Farmers and Farm Managers

The agriculture sector faced numerous difficulties and changes in recent years, including the industrialization of agricultural production, numerous droughts and the embargo on cattle export because of mad cow disease. The large investments required constitutes a major barrier to entry and there is a trend towards consolidation. The number of farmers and farm managers in Ontario decreased by nearly 9,000 between 1996 and 2006.

Most Important Essential Skills

- Document Use
- Problem Solving
- Job Task Planning and Organizing

Transition Prospects

- Landscaping and Grounds Maintenance Contractors and Managers
- Truck Drivers
- Nursery and Greenhouse Operators and Managers
- Heavy Equipment Operators

Skill Level: While much of farming is experiential, some farm managers have college diplomas in agriculture.

Local Workforce (Waterloo-Wellington-Dufferin, 2006): Approximately 4,000 workers.

Drafting Technologists and Technicians

Employment loss is due to the greater use of computer aided design and drafting software. Prospects will be better for individuals who keep their skills updated. The number of drafting technologists and technicians in Ontario decreased by nearly 1,600 between 1996 and 2006.

Most Important Essential Skills

- Document Use
- Decision Making

Transition Prospects

- Architectural Technologists and Technicians
- Industrial Designers
- Land Survey Technologists and Technicians

Skill Level: Completion of a three-year or equivalent program for drafting technologists, or a two-year or an equivalent program for drafting technicians is usually required.

Local Workforce (Waterloo-Wellington-Dufferin, 2006): Approximately 700 workers.



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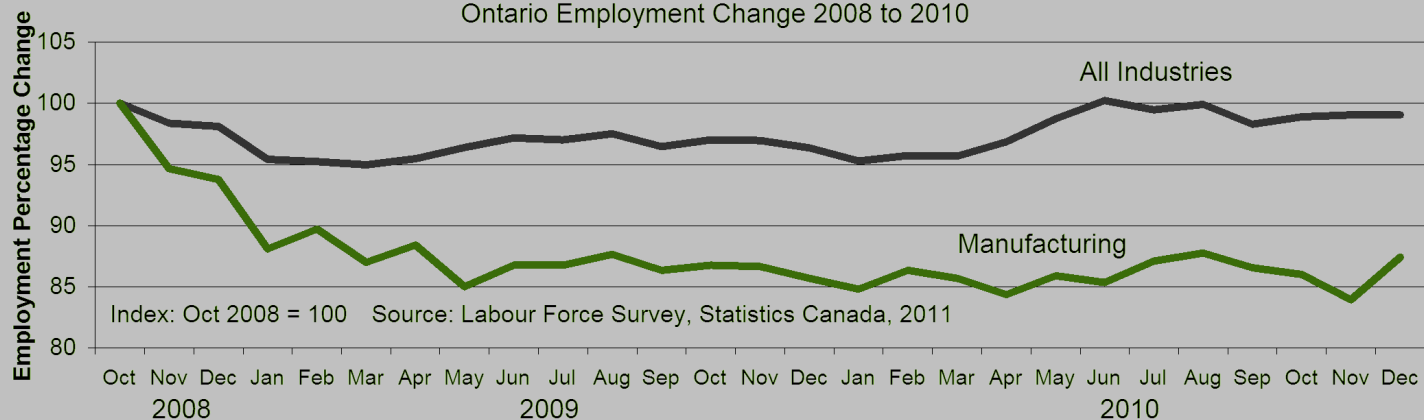
Guiding Today's Workforce for Tomorrow's Workplace

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Manufacturing vs All Industries

Ontario Employment Change 2008 to 2010



While manufacturing employment has stabilized, it has not recovered like the overall economy and its losses have been greater. Assemblers and labourers have traditionally been the two most prominent occupations within manufacturing, and while all occupations have been effected, the lower skilled nature of these positions makes them easier to eliminate through downsizing or automation.

Motor Vehicle Assemblers, Inspectors and Testers

Auto manufacturing is highly affected by technological change which has resulted in manufacturers being able to assemble more vehicles with fewer workers. In the future, technology will result in reduced opportunities for these workers as robotics and computer-controlled equipment on the assembly line continues to grow.

Most Important Essential Skills

- Document Use
- Problem Solving

Transition Prospects

- Truck Drivers
- Nurse Aides and Orderlies
- Shippers and Receivers
- Automotive Mechanical Installers and Servicers
- Customer Service, Information and Related Clerks
- Residential and Commercial Installers and Servicers
- Underground Mine Service and Support Workers

Skill Level: Completion of secondary school is usually required and on-the-job training.

Local Workforce (Waterloo-Wellington-Dufferin, 2006): Approximately 7,500 workers.

Labourers in Processing, Manufacturing and Utilities

It is anticipated that employment levels will decline in this occupation with the growth of technology. It is not likely that increased skill levels will be required for workers in this occupation, however with the introduction of more sophisticated computerized equipment, labourers will need to upgrade their computer skills.

Most Important Essential Skills

- Document Use
- Numeracy
- Problem Solving
- Job Task Planning and Organizing

Transition Prospects

- Cashiers
- Grocery Clerks and Store Shelf Stockers
- Food Counter Attendants, Kitchen Helpers and Related Occupations
- Construction Trades Helpers and Labourers
- Oil and Gas Drilling, Servicing and Related Labourers
- Landscaping and Grounds Maintenance Labourers
- Mine Labourers
- Public Works and Maintenance Labourers

Skill Level: Up to two years of secondary school and short on-the-job training.

Local Workforce (Waterloo-Wellington-Dufferin, 2006): Approximately 9,300 workers.

Sources: Human Resources and Skills Development Canada, Ontario Job Futures, Statistics Canada Census Data.

**EMPLOYMENT
ONTARIO**

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