

Job Title:

Immediate Supervisor:

FLSA Status:

BRIEF DESCRIPTION OF THE JOB:

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code	ESSENTIAL FUNCTIONS
1	
2	
3	
4	

JOB REQUIREMENTS:

JOB REQUIREMENTS
Formal Education / Knowledge
Experience
Certifications and Other Requirements
Reading
Math
Writing
Managerial
Budget Responsibility
Supervisory / Organizational Control
Complexity
Interpersonal / Human Relations Skills

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
----------------------------------------------	------------------------------------------------	--------------------------------------------	------------------------------------------	----------------------------

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing		
Sitting		
Walking		
Lifting		
Carrying		
Pushing/Pulling		
Reaching		
Handling		
Fine Dexterity		
Kneeling		
Crouching		
Crawling		
Bending		
Twisting		
Climbing		
Balancing		
Vision		
Hearing		
Talking		
Foot Controls		
Other (specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	----------------------------	-----------------------------	----------------	-----------

HEALTH AND SAFETY	ENVIRONMENTAL FACTORS	PRIMARY WORK LOCATION
Mechanical Hazards	Extreme Temperatures	Office Environment
Chemical Hazards	Noise and Vibration	Warehouse
Electrical Hazards	Wetness/Humidity	Shop
Fire Hazards	Respiratory Hazards	Vehicle
Explosives	Physical Hazards	Outdoors
Communicable Diseases		Rec/Nghbrhd Center
Physical Danger or Abuse		Other (see 2 below)
Other (see 1 below)		

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
----------------------------------------------	------------------------------------------------	--------------------------------------------	------------------------------------------	----------------------------

NON-PHYSICAL DEMANDS
Time Pressures
Emergency Situations
Frequent Change of Tasks
Irregular Work Schedule/Overtime
Performing Multiple Tasks Simultaneously
Working Closely with Others as Part of a Team
Tedious or Exacting Work
Noisy/Distracting Environment
Other (see 3 below)

- (3)

