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	
	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	F = Frequently	O = Occasionally	R = Rarely	N = Never
2/3 or more of the time.	From $1/3$ to $2/3$ of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	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	M = Several	S = Seasonally	N = Never
	Times Per Week	Times Per Month		

HEALTH AND SAFETY	ENVIRONMENTAL FACTORS
Mechanical	Extreme
Hazards	Temperatures
Chemical	Noise and
Hazards	Vibration
Electrical	Wetness/Humidity
Hazards	
Fire Hazards	Respiratory
	Hazards
Explosives	Physical Hazards
Communicable	
Diseases	
Physical	
Danger or	
Abuse	
Other (see 1	
below)	

PRIMARY WORK LOCATION
Office
Environment
Warehouse
Shop
Vehicle
Outdoors
Rec/Nghbrhd
Center
Other (see 2
below)

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

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

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Head	Signature of Department Head	Date
nments:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.