

## FUNCTIONAL JOB DESCRIPTION PAGE 1 OF 2

Job Category	Department	# Hours/Work Day
Developed By	Managers Signature	Date Developed

**JOB SUMMARY**

Check appropriate box for each of the following items to best describe the extent of the specific activity performed by the employee(s) in this position.

**PHYSICAL DEMANDS**

On-the-job time is spent in the following physical activities. Show the amount of time by checking the appropriate boxes below.

	AMOUNT OF TIME			
	None	Up to 1/3	1/3 to 1/2	2/3 & more
Stand				
Walk				
Sit				
Climbing Stairs				
Climbing Ladders				
Balancing				
Talk or Hear				
Use hands to finger, handle or feel				
Push/Pull				
Stoop, Kneel, Crouch or Crawl				
Reach with Hands and Arms				
Taste or Smell				

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

	AMOUNT OF TIME			
	None	Up to 1/3	1/3 to 1/2	2/3 & more
Lifting up to 10 lbs.				
Lifting up to 25 lbs.				
Lifting up to 50 lbs.				
Lifting up to 100 lbs.				
Lifting more than 100 lbs.				
Carrying up to 10 lbs.				
Carrying up to 25 lbs.				
Carrying up to 50 lbs.				
Carrying up to 100 lbs.				
Carrying more than 100 lbs.				

This job requires that weight be carried. Show how far by inserting the distance in the appropriate boxes below.

CARRYING DISTANCE MEASURED IN FEET	
Maximum distance required to carry 10 lbs.	
Maximum distance required to carry 25 lbs.	
Maximum distance required to carry 50 lbs.	
Maximum distance required to carry 100 lbs.	
Maximum distance required to carry more than 100 lbs.	

This job has special vision requirements. Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)
- Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- No Special Vision Requirements

**Specific Demands not listed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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**WORK ENVIROMENT**

This job requires exposure to the following environmental conditions.  
Show the amount of time by checking the appropriate boxes below.

	AMOUNT OF TIME			
	None	Up to 1/3	1/3 to 1/2	2/3 & more
Wet, humid conditions (non-weather):				
Work near moving mechanical parts:				
Fumes or airborne particles:				
Toxic or caustic chemicals:				
Outdoor weather conditions:				
Extreme cold (non-weather):				
Extreme heat (non-weather):				
Risk of electrical shock:				
Work with explosives:				
Risk of radiation:				
Vibration:				

The typical noise level for the work environment is:  
(Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Very Quiet     | <input type="checkbox"/> Loud Noise      |
| <input type="checkbox"/> Quiet          | <input type="checkbox"/> Very Loud Noise |
| <input type="checkbox"/> Moderate Noise |  |

Hearing:

- Ability to hear alarms on equipment
- Ability to hear fellow employees
- Ability to hear instructions from supervisory staff

**REPETITIVE MOTION ACTIONS**

This job requires repetitive motions be performed. Show the how much and what body part(s) by checking the appropriate boxes below.

	NUMBER OF HOURS				
	0	1-2	3-4	5-6	7+
<b>Repetitive use of foot control</b>					
A. Right only					
B. Left Only					
C. Both					
<b>Repetitive use of hands</b>					
A. Right only					
B. Left Only					
C. Both					
<b>Grasping: simple/light</b>					
A. Right only					
B. Left Only					
C. Both					
<b>Grasping: firm/heavy</b>					
A. Right only					
B. Left Only					
C. Both					
<b>Fine Dexterity</b>					
A. Right only					
B. Left Only					
C. Both					