

Job Description

Job Title

Exempt Nonexempt

Department: _____

Division: _____

Compensation Grade: _____

Date: _____

Written by: _____

Approved by: _____

Job Summary:

Reports to / Supervision Received:

1. Manager: _____
2. Direct Supervisor: _____
3. Indirect Reporting Relationship: _____

Essential Functions:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Job Description

Knowledge, Skill and Experience:

1. Minimum Education (or substitute experience) required:

2. Minimum Experience required:

3. Skills Required:

Financial Responsibility and Authority:

1. Equipment:

2. Financial:

3. Internal and External Business Contacts:

4. Supervisory:

Career Path:

Job Description

Physical Job Description

Job Title :	
Typical Working Conditions: (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	
Equipment Used: (List all manual and automated equipment used in the course of performing essential functions.)	
Essential Physical Tasks: (List all physical tasks encountered in performing essential functions.)	

Job Description

Analysis of Physical Demands

Key (Based on typical week):

N=Never

R= Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F= Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs						Reach over shoulder					
11-20 lbs						Reach over head					
21-50 lbs						Reach outward					
51-100 lbs						Climb					
Over 100 lbs						Crawl					
						Kneel					
Pushing/Pulling						Squat					
Under 10 lbs						Sit					
11-20 lbs						Walk-Normal Surfaces					
21-50 lbs						Walk-Uneven Surfaces					
51-100 lbs						Walk-Slippery Surfaces					
Over 100 lbs						Stand					
						Bend					
Driving											
Automatic Trans											
Standard Trans											
Other											
Keyboard/Ten Key											
Fingering (fine dexterity)											
Handling (grasping, holding)											
Repetitive Motion - Hands											
Repetitive Motion - Feet											