

**Job Title:** The title that applicants will see or employees will print on business cards.

**Department:**

**Date Prepared:**

**Reports To:** Indicate the Position Title of the direct Supervisor/Manager not the name of individual supervising.

**Job Summary:**

The summary should address why the position exists. Please summarize in 3-4 sentences.

**Primary Job Duties and Responsibilities:**

1. Please list the six primary duties of this position. Primary duties are those duties in which the incumbent would spend most of their time performing. Please include “and performs other duties as assigned” at the end of your last primary duty.

**Minimum Qualifications:**

Enter minimum education and experience here. Please list minimum certificates, licenses, and registrations that are required.

**Knowledge, Skills, and Abilities (KSA):**

List any specialized knowledge (i.e. knowledge of Microsoft Office), required skills (i.e. type 40 wpm), and abilities (i.e. ability to travel or complete overnight stays).

**Preferred Qualifications:**
Enter preferred education and experience here if applicable. Please list preferred certificates, licenses, and registrations that are required.

**Supervisory Responsibilities:**

Please list the job title of each individual in which this position will directly supervise. Direct supervision involves having the authority to direct and control the work performed by another employee(s), exercising examinations and evaluations of the performance of an employee(s), and/or has the authority to make decisions that affect the management services provided to the employee(s).

Please include the total number of each supervised position.

i.e. Student Worker (3); Case Manager (1); Custodian (5)

If the position has no supervisory responsibilities, it is acceptable to indicate “None” in this section.

**Physical Requirements:**

Please identify all physical requirements for the position. Enter **NR, O, F, C,** in the Maximum Required Frequency column below.

|  |  |  |
| --- | --- | --- |
| **Frequency Ranking** | **Percent of Time** | **Range of Hours Worked Given Length of Shift:** |
|
| **Not Required** | **(NR)** |   | **8 Hours** | **9 Hours** | **10 Hours** | **12 Hours** |
| **Or Never** |
| **Occasionally** | **(O)** | 0 | - | 33% | 0 | to | 2.5 | 0 | to | 3 | 0 | to | 3.5 | 0 | to | 4 |
| **Frequently** | **(F)** | 34 | - | 66% | 2.5 | to | 5.5 | 3 | to | 6 | 3.5 | to | 7 | 4 | to | 8 |
| **Continuously** | **(C)** | 67 | - | 100% | 5.5 | to | 8 | 6 | to | 9 | 7 | to | 10 | 8 | to | 12 |

|  |  |
| --- | --- |
| **Maximum Required Frequency** |  **Functional Activities (Typical)** |
|  |  Sitting - able to remain in a stationary position  |
|  |  Standing - able to remain standing in a stationary position  |
|  |  Climbing - use objects to ascend and/or descend |
|  |  Positions self to accomplish tasks (squat, stoop, crouch, crawl, kneel) |
|  |  Lift/move items weighing up to 10 pounds (0 – 10 lbs.) |
|  |  Lift/move items weighing up to 20 pounds (11 – 20 lbs.) |
|  |  Lift/move items weighing up to 35 pounds (21 – 35 lbs.) |
|  |  Lift/move items weighing up to 50 pounds (36 – 50 lbs.) |
|  |  Lift/move items weighing up to 100+ pounds (76 ≥ 100 lbs.) |
|  |  Push/pull - move items from one area to another |
|  |  Reach – ability to retrieve items above shoulders  |
|  |  Use of keyboard and mouse (sporadic 10 key) |
|  |  Able to communicate with internal and external customers  |
|  |  Must be able to detect items from a close distance |
|  |  Must be able to detect items from a long distance |
|  |  Must be able to distinguish colors |

|  |  |
| --- | --- |
| **Maximum****Required Frequency** |  **Work Environment/Conditions** |
|  |  Works in outdoor weather conditions |
|  |  Works inside |
|  |  Exposure to solvents or chemicals |
|  |  Exposure to excess noise |
|  |  Exposure to dust, fumes, gases, or other irritating substances (paint, glue) |