Overview:

Major Duties of the job include:

Secondary Duties of the job include:

Supervisor and supervisory responsibilities:
  Who Supervises this Position: _________________________
  Who is Responsible for completing the Performance Appraisal: _________________________
  What other classifications does this Supervises: _________________________

Minimum Requirements: Knowledge, Skills and Abilities:
  All minimum requirements will be verified against the classifications standards.

Preferred Knowledge, Skills and Abilities:
Position Description – Working Environment
Check the appropriate box for each of the following items, which most accurately describes the extent of the specific activity, performed by this employee on a daily basis.

**PHYSICAL EFFORT**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number of hours/day</th>
<th>1-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7+</th>
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<tbody>
<tr>
<td>1. Sitting</td>
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<td>2. Standing</td>
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<td>3. Walking</td>
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<td>4. Bending Over</td>
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<td>5. Crawling</td>
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<td>6. Climbing</td>
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<td>7. Reaching overhead</td>
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<td>8. Crouching</td>
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<td>9. Kneeling</td>
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<td>10. Balancing</td>
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<td>11. Pushing or pulling</td>
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12. Lifting or carrying
A. 10 lbs or less
B. 11 to 25 lbs
C. 26 to 50 lbs
D. 51 to 75 lbs
E. 76 to 100 lbs
F. Over 100 lbs

13. Repetitive use of hands/arms
14. Repetitive use of legs
15. Eye/ hand coordination

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>16. Driving cars, trucks, forklifts and other equipment</td>
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<tr>
<td>17. Being around scientific equipment and machinery</td>
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<td>18. Walking on uneven ground</td>
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**MENTAL EFFORT**

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<tr>
<th>Activity</th>
<th>Number of hours/day</th>
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<th>1-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7+</th>
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</thead>
<tbody>
<tr>
<td>1. Directing Others</td>
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<tr>
<td>2. Writing</td>
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<td>3. Using math/ calculations</td>
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<td>4. Talking</td>
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<td>5. Working at various tempos</td>
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<td>6. Concentrating amid distractions</td>
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<td>7. Remembering names</td>
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<td>8. Remembering details</td>
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<td>9. Making decisions</td>
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<td>10. Working rapidly</td>
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<td>11. Examining/ observing details</td>
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<td>12. Discriminating colors</td>
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**ENVIRONMENTAL FACTORS**

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<td>4. Hazards</td>
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<td>5. High places</td>
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<td>6. Hot</td>
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<td>7. Cold</td>
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<td>10. Change of temp</td>
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<td>11. Dirty</td>
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<td>14. Noisy</td>
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<td>15. Working w/ others</td>
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<td>16. Working around others</td>
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<td>17. Working alone</td>
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Table of contents