

JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>		<i>Pay Grade:</i>	
<i>Department:</i>		<i>FLSA Status:</i>	
<i>Location:</i>		<i>Reports to Position:</i>	
<i>Effective Date:</i>			
JOB SUMMARY			
ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES			
<p>The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.</p>			

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

Experience

Licenses or Certification Required

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

Ability to:

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment:

Physical Demands: See Accompanying Page

Key Working Relationships:

APPROVAL/ACKNOWLEDGEMENT

Department Head

Title

Date

Human Resources Director

HR Director

Date

City Manager

City Manager

Date

Incumbent Employee Printed Name and Signature

Date

PHYSICAL REQUIREMENTS –

	Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time		Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
LIFT/CARRY					EQUIPMENT USE & OPERATION				
1-10 lbs					Motor Vehicle				
11-20 lbs					Heavy Equipment (Backhoe, dump truck)				
21-50 lbs					Large Apparatus (Fire Truck, Street Sweeper)				
51-75 lbs					Small Equipment (Mower)				
76-100 lbs					Handheld tool/equipment (tamps, weed eaters, shovel)				
PUSH/PULL					WORK WITH/NEAR				
1-10 lbs					Machinery				
11-20 lbs					Electricity				
21-50 lbs					Power Tools				
51-75 lbs					Impact Tools				
76-100 lbs					Chemicals				
MOVEMENT					Fumes				
Bend/Stoop/ Twist					Heights				
Crouch/ Squat					ENVIRONMENT				
Kneel/Crawl					Indoors				
Reach Above Shoulders					Outdoors				
Reach Below Shoulders					Extreme Heat				
Repetitive Arm Use					Extreme Cold				
Repetitive Wrist Use					Dusty				
Repetitive Hand Use					Excessive Noise				
a) grasping					Other (explain)				
b) squeezing					ENDURANCE				
Climb Stairs/Ladder					Task	Hours at One Time	Total Hours in an 8 Hour Day		
Uneven Walking Surface					Sit				
Even Walking Surface					Stand				
HEARING/VISION/DEXTERITY					Walk				
	N/A	AVERAGE	LOW		Additional Considerations (including clarification of any of the above)				
Hearing Acuity									
Visual Acuity									
Manual dexterity									