

## JOB DESCRIPTION SUPPLEMENT

**I. MACHINES, TOOLS, EQUIPMENT:**

*Machines, tools, equipment, electronic devices, vehicles, etc., used in this position.*

Telephone, Intercom, Walkie-Talkie, Security / Alarm Systems, Computer, Copy Machine.

**II. PHYSICAL REQUIREMENTS:** Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

**III. PHYSICAL ACTIVITY:** Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.**Percentage**

- 20 A. Sitting: Resting with the body supported by the buttocks or thighs.
- 30 B. Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 50 C. Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 3 D. Climbing: Ascending and descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms
- 5 E. Bending: Lowering the body forward from the waist.
- 8 F. Stooping: Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
- 10 G. Reaching: Extending hand(s) and arm(s) in any direction.
- 5 H. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 20 pounds of force.
- 5 I. Pulling: Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 10 pounds of force.
- 5 J. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 35 K. Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 7 L. Grasping: Applying pressure to an object with the fingers and palm.
- 70 M. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

**JOB DESCRIPTION SUPPLEMENT (Continued)**

- 95 N. Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 95 O. Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

*Note: Will total more than 100 percent as several activities may be performed at one time.*

**IV. WORKING CONDITIONS:** Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities may occur inside and outside.