

JOB DESCRIPTION

Grant Number: _____

Job Title: _____

Exempt: _____ Non Exempt: _____

Location (#Bldg.): _____

Reports To: _____

Department: _____

Job design date: _____

General Purpose: (Summarize overall purpose of job.)

Essential Functions: (Core duties or tasks that are fundamental and not marginal to the performance of the job. Define purpose, function, and the result to be accomplished, i.e., "moving a 50 lb. box." Also focus on frequency, time spent, etc. List in order of importance and/or amount of time that the incumbent will devote to them.)

Qualifications/Basic Job Requirements: (Specify number of years of job -related experience required; type of degree required; certificates/licensure. Specific skills required, e.g., computer programs, secretarial skills, special machines, etc.)

Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- | | | |
|---|--|--|
| <input type="checkbox"/> Seeing | <input type="checkbox"/> Ability to Move Distances | <input type="checkbox"/> Lifting (specify) |
| <input type="checkbox"/> Color Perception (Red, Green, Amber) | <input type="checkbox"/> Within and Between | <input type="checkbox"/> Pounds |
| <input type="checkbox"/> Hearing/Listening | <input type="checkbox"/> Warehouses/Offices | <input type="checkbox"/> Carrying (specify) |
| <input type="checkbox"/> Clear Speech | <input type="checkbox"/> Climbing | <input type="checkbox"/> Pounds |
| <input type="checkbox"/> Touching | <input type="checkbox"/> Ability to Mount and | <input type="checkbox"/> Driving (local/over |
| <input type="checkbox"/> Dexterity | <input type="checkbox"/> Dismount Forklift/Truck | <input type="checkbox"/> the road) |
| <input type="checkbox"/> Hand | <input type="checkbox"/> Pushing/Pulling | <input type="checkbox"/> Other |
| <input type="checkbox"/> Finger | | |

Mental/Reasoning Requirements:

- | | | |
|--|--|---|
| <input type="checkbox"/> Reading - Simple | <input type="checkbox"/> Writing- Complex | <input type="checkbox"/> Analysis/Comprehension |
| <input type="checkbox"/> Reading - Complex | <input type="checkbox"/> Clerical | <input type="checkbox"/> Judgment/Decision Making |
| <input type="checkbox"/> Writing - Simple | <input type="checkbox"/> Basic Math Skills | |

Work Environment:

- | | | |
|--|---|--|
| <input type="checkbox"/> Shift Work | <input type="checkbox"/> Outside | <input type="checkbox"/> Pressurized Equipment |
| <input type="checkbox"/> Works Alone | <input type="checkbox"/> Extreme Heat | <input type="checkbox"/> Moving Objects |
| <input type="checkbox"/> Works with Others | <input type="checkbox"/> Extreme Cold | <input type="checkbox"/> High Places |
| <input type="checkbox"/> Verbal Contact w/Others | <input type="checkbox"/> Noise | <input type="checkbox"/> Fumes/Odors |
| <input type="checkbox"/> Face-to-Face Contact | <input type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Hazardous Materials |
| <input type="checkbox"/> Inside | <input type="checkbox"/> Electrical Equipment | <input type="checkbox"/> Dirt Dust |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of the essential functions of the position.

Approvals:

Hiring manager: _____

Date: _____

Management (next level): _____

Date: _____