



Fire Department

**Mark Rohlfing**  
Chief  
**Gerard Washington**  
Assistant Chief  
**Michael Payne**  
Assistant Chief  
**Paul Conway**  
Assistant Chief

February 24, 2011

To the Honorable  
The Board of Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, Wisconsin 53202

Dear Commissioners:

The recently approved Fire Captain Eligible List listed Michael Wright and Kathleen Bruss in the first two places. Both members currently hold Administrative Captain – EMS positions. In light of this fact, I respectfully request that these two Administrative Captain - EMS positions also be reclassified to Fire Captain, in addition to the requested reclassification of one Administrative Captain – EMS position, dated January 11, 2011, previously submitted due to Captain Gregory Amos' retirement. I have enclosed updated job descriptions for these two positions.

Respectfully,



**MARK ROHLFING**  
Chief

MR/jlb  
Enclosures  
FPC/Reclass/Request 2 Addl EMS Capt to Fire Capt 0311

# JOB DESCRIPTION

## FOR DER USE ONLY

<b>Vacancy No.</b> _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

**Instructions:** Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 02/23/11	<b>2. Present Incumbent:</b> Michael D. Wright	<b>Is incumbent underfilling position?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
<b>3. Date Filled:</b> 06/27/10	<b>4. Previous Incumbent:</b> Doran J. Kemp	If YES, indicate underfill title in box 10.		
<b>5. Department:</b> Fire Department		<b>Bureau:</b> EMS/Training/Education <b>Division:</b> EMS	<b>Unit:</b> 2 <b>Section:</b>	
<b>6. Work Location:</b> 711 W. Wells St.		<b>Telephone:</b> 286-8974 <b>Email:</b>	<b>Work Schedule:</b> Hours: 7:30am-4:00pm / Days: M-F	
<b>7. Represented by a Union?</b> YES	<b>8. Bargaining Unit:</b> Local 215, Firefighters If in District Council 48, chose a Local: None		<b>9. FLSA Status:</b> NON-EXEMPT	
<b>10.</b>	<b>Official Title:</b> Administrative Captain - EMS	<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
	<b>Underfill Title (if applicable):</b>	857	2422	213
	<b>Requested Title (if applicable):</b> Fire Captain	857	2424	213
	<b>Recommended Title (DER Use Only):</b>	Approved by: _____ Date: _____		

### 11. BASIC FUNCTION OF POSITION:

Primary duty of the Fire Captain (Education Coordinator) is to develop, coordinate, and implement emergency medical services (EMS)-related training for department personnel. Secondary duty is to identify other agencies' educational needs related to emergency medical services and community health, and assist with implementation of education programs to address these needs.

### 12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title** ):

#### A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
15%	Evaluates and develops course curricula and materials for MFD EMS-related training, to include cardiopulmonary resuscitation (CPR), Emergency Medical Technician (EMT), Tactical EMS (TEMS), and other identified courses.
15%	Coordinates scheduling for EMS-related education, including instructors, testing, and facilities' needs.
15%	Supervises MFD EMS instructors. Monitors and evaluates course curricula and performance of instructors and students. Maintains records of course evaluations, documentation of instructor evaluations, and dispute resolutions.
8%	Performs EMS-related educational programs for the MFD and other agencies.
8%	Functions as the MFD Public Access Defibrillation (PAD) program coordinator.
10%	Responds to alarms, per department dispatch protocols, and assists in supervising EMS-related activities.
10%	Functions as a liaison to Milwaukee County EMS and private providers for EMS operations and related issues.
5%	Evaluates the EMS-related educational needs of other public and private agencies. Develops and coordinates educational programs to address these needs.
5%	Assists in development and execution of EMS-related exercises.

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
3%	<ul style="list-style-type: none"> <li>Assists in research and development of EMS Standard Operating Guidelines and related medical protocols. Assists in the implementation of pre-hospital care studies, including education of MFD personnel related to the studies.</li> </ul>
3%	<ul style="list-style-type: none"> <li>Documents infractions or breaches of protocol that may lead to discipline.</li> </ul>
3%	<ul style="list-style-type: none"> <li>Subject to act as Battalion Chief - Fire – EMS.</li> </ul>

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Battalion Chief Fire - EMS Sean Slowey

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position’s supervisor.)

Functions semi-independently with moderate guidance and recommendations from the Battalion Chief.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **794**.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

<ul style="list-style-type: none"> <li>a. Assign duties</li> <li>b. Outline methods</li> <li>c. Direct work in progress</li> <li>d. Check or inspect completed work</li> </ul>	<ul style="list-style-type: none"> <li>e. Sign or approve work</li> <li>f. Make hiring recommendations</li> <li>g. Prepare performance appraisals</li> <li>h. Take disciplinary action or effectively recommend such</li> </ul>	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
Varies	Fire Lieutenants	A, B, C, D
Varies	Heavy Equipment Operators	A, B, C, D
Varies	Firefighters	A, B, C, D

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Minimum of 2 years at the rank of Paramedic Field Lieutenant, Fire Paramedic Field Lieutenant, Fire Lieutenant, or already possessing the rank of Fire Captain.

ii. Knowledge, Skills and Abilities:

Must exhibit a high degree of professionalism, and possess organizational and management skills. Requires good communication skills and the ability to teach and work effectively with other people. Requires the ability to function independently, solve problems, and possess a working knowledge of various computer programs.

iii. Certifications, Licenses, Registrations:

State of Wisconsin Emergency Medical Technician (EMT) license.  
 Recognized as a “Full Practice” paramedic by the Medical Direction – Milwaukee County EMS.  
 Recognized as an EMT instructor coordinator by the State of Wisconsin.  
 Current certification as a CPR Instructor by the American Heart Association.

iv. Other Requirements:

Sworn and uniformed member of the Milwaukee Fire Department.  
 Must maintain confidentiality of records in his/her care.  
 Requires flexibility in schedule.

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly 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 for Light Work.
<input checked="" type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input checked="" type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input checked="" type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools ( <i>please list</i> ):	
<input checked="" type="checkbox"/> Office Machines ( <i>check all that apply</i> ): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other ( <i>please list</i> ):	

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Subject to recall. Subject to attendance at alarms at any hour and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

**M. I believe that the statements made above in describing this job are complete and accurate:**



\_\_\_\_\_  
*Signature of Department Head or Designated Representative*

# JOB DESCRIPTION

## FOR DER USE ONLY

<b>Vacancy No.</b> _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

**Instructions:** Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 02/23/11	<b>2. Present Incumbent:</b> Kathleen Bruss	<b>Is incumbent underfilling position?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
<b>3. Date Filled:</b> 10/21/07	<b>4. Previous Incumbent:</b> Mary Ann Horsman	If YES, indicate underfill title in box 10.		
<b>5. Department:</b> Fire Department		<b>Bureau:</b> EMS/Training/Education <b>Division:</b> EMS	<b>Unit:</b> 2 <b>Section:</b>	
<b>6. Work Location:</b> 711 W. Wells St.		<b>Telephone:</b> 286-5253 <b>Email:</b>	<b>Work Schedule:</b> Hours: 7:30am-4:00pm / Days: M-F	
<b>7. Represented by a Union?</b> YES	<b>8. Bargaining Unit:</b> Local 215, Firefighters If in District Council 48, chose a Local: None		<b>9. FLSA Status:</b> NON-EXEMPT	
<b>10.</b>	<b>Official Title:</b> Administrative Captain - EMS	<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
	<b>Underfill Title (if applicable):</b> N/A	857	2422	213
	<b>Requested Title (if applicable):</b> Fire Captain	857	2424	213
	<b>Recommended Title (DER Use Only):</b>	Approved by: _____ Date: _____		

### 11. BASIC FUNCTION OF POSITION:

Primary duty of the Fire Captain (Technical Resource Specialist) is to facilitate supply and maintenance of emergency medical services (EMS) equipment and supplies on Milwaukee Fire Department apparatus and to provide training and education on use of EMS equipment. Secondary duty is to include supporting distributive learning and electronic field data reporting.

### 12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title** ):

#### A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
15%	• Responds to questions and concerns regarding issues with EMS equipment and provides recommendations to the Assistant Chief – ETE for equipment and supply changes.
15%	• Provides education to department personnel, other EMS system providers, and the public.
10%	• Supports distributive learning (DL) through user instruction, compliance monitoring and assistance with development and implementation of new content.
10%	• Supports field-data reporting technology through user instruction and support, trouble shooting, and facilitating equipment exchange.
10%	• Researches, evaluates, and facilitates procurement of EMS-related equipment.
8%	• Obtains training and education regarding EMS equipment and instructs MFD personnel on use.
5%	• Responsible for establishing new ways to disseminate vital information, while maintaining existing databases and equipment.
5%	• Performs extensive committee work, coupled with EMS networking.
5%	• Assists in the implementation of pre-hospital care studies, including education, equipment and supplies, and monitoring study protocol compliance.
4%	• In conjunction with the MFD Health and Safety Officer, develops and implements procedures to reduce injuries involving patient care and movement.
4%	• Inspects MFD ambulances, EMS equipment and supplies to ensure proper maintenance.

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
3%	• Subject to act as Battalion Chief - Fire – EMS.
3%	• Documents infractions or breaches of protocol that may lead to discipline.
3%	• Participates in the research and development of EMS Standard Operating Guidelines and medical protocols.

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Battalion Chief Fire - EMS Sean Slowey

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position’s supervisor.)

Functions semi-independently with moderate guidance and recommendations from the Battalion Chief.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **794**.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work		e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)	
Varies	Fire Lieutenants	A,B,C,D	
Varies	Heavy Equipment Operators	A,B,C,D	
Varies	Firefighters	A,B,C,D	

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Minimum of 2 years at the rank of Paramedic Field Lieutenant, Fire Paramedic Field Lieutenant, Fire Lieutenant, or already possessing the rank of Fire Captain.

ii. Knowledge, Skills and Abilities:

Must exhibit a high degree of professionalism, and possess organizational and management skills. Requires good communication skills and the ability to teach and work effectively with other people. Requires the ability to function independently, solve problems, and possess a working knowledge of various computer programs.

iii. Certifications, Licenses, Registrations:

State of Wisconsin Emergency Medical Technician (EMT) license.  
 Recognized as a “Full Practice” paramedic by the Medical Direction – Milwaukee County EMS.  
 Must be recognized as an EMT instructor coordinator by the State of Wisconsin within one year of appointment.  
 Must be certified as a CPR Instructor by the American Heart Association within one year of appointment.

iv. Other Requirements:

Sworn and uniformed member of the Milwaukee Fire Department.  
 Must maintain confidentiality of records in his/her care.  
 Requires flexibility in schedule.

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly 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 for Light Work.
<input checked="" type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 15%**

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input checked="" type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input checked="" type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools <i>(please list):</i>	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply):</i> <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list):</i>	

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Subject to recall. Subject to attendance at alarms at any hour and under extreme conditions of danger, stress, weather, extended periods of physical activity, etc.

**M. I believe that the statements made above in describing this job are complete and accurate:**



\_\_\_\_\_  
Signature of Department Head or Designated Representative