



## Job Demands Analysis (JDA)

**Company Name:** City of Richmond – Fire Services

**Job Title:** Modified Duty: Fire Pre-planning / Data Collection

**General Work Environment:**

- Indoor and Outdoor
- Driving a city vehicle (pick-up truck)
- Noise level may vary depending on the location attended

**Tools used:** Clipboard, pen, Property Description form, measuring wheel

<b>Job Task Categories:</b>	<b>% of shift</b>
1) Driving (on average 2 visits per day)	1) 10%
2) Description of outside of buildings	2) 45%
3) Description of inside of buildings	3) 45%



<b>Functional Requirements:</b>			
<b>GENERAL FUNCTIONS:</b>	<b>AMOUNT:</b>	<b>% OF WORKDAY</b>	<b>DESCRIPTION/COMMENTS</b>
Walking	Continuous	90%	<ul style="list-style-type: none"> <li>▪ To/from truck, around perimeter of building with measuring wheel, throughout inside of building during data collection</li> <li>▪ Walking over various surfaces outside</li> </ul>
Standing	1-5 minute intervals	10-20%	<ul style="list-style-type: none"> <li>▪ Static standing occasionally during data collection, when making notes</li> </ul>
Climbing	Stairs, ladders (approx. 10 ft ladder)	0-10%	<ul style="list-style-type: none"> <li>▪ Climbing stairs to various levels of a building</li> <li>▪ Occasionally climbing ladder to roof hatch, (on average 2 times per day)</li> <li>▪ Occasionally climbing ladder to view higher areas or shelves in a building</li> </ul>
Sitting/Driving	Variable, up to ~20 minutes continuously	5-15%	<ul style="list-style-type: none"> <li>▪ Operation of vehicle (typically automatic), within the City of Richmond</li> </ul>
Kneeling / Crouching	Variable	0-10%	<ul style="list-style-type: none"> <li>▪ May vary depending on work style, as needed to collect data at low levels</li> </ul>
Neck extension	Variable	10-40%	<ul style="list-style-type: none"> <li>▪ To survey overhead ceiling fixtures, walls, shelving, etc.</li> </ul>
Reaching	Variable	0-10%	<ul style="list-style-type: none"> <li>▪ May vary depending on work style, as needed to collect data</li> <li>▪ Occasionally overhead to access roof hatch and push open</li> </ul>
<b>MATERIALS HANDLING:</b>	<b>AMOUNT:</b>	<b>% OF WORKDAY</b>	<b>DESCRIPTION/COMMENTS</b>
Handling / Grasping, Carrying	Variable, light weight	80-100%	<ul style="list-style-type: none"> <li>▪ 1-2 handed grasp of steering wheel, up to 20 minutes continuously</li> <li>▪ 1 handed grasp of clipboard, while other hand manipulating pen or measuring wheel (8-10 lbs)</li> </ul>
Lifting	Variable	5%	<ul style="list-style-type: none"> <li>▪ May vary depending on work style, as needed to collect data</li> </ul>
Pushing / pulling	Variable, light – heavy resistance	0-40%	<ul style="list-style-type: none"> <li>▪ Pushing measuring wheel against light resistance</li> <li>▪ Opening closing doors</li> <li>▪ Overhead to open roof hatch</li> </ul>

**Recommendations for Return to Work Planning:**

- Any portion of the data collection that cannot be completed by the worker, may be left for another worker
- Potentially sitting on garbage bag on driver's seat in truck to allow easier slide transfer to get in/out of truck seat without twisting back, and potentially use of back rest or back roll for workers with back injuries
- Microbreaks (2-5 minutes every 20-60 minutes or as needed), to sit, stretch or relax allowing worker to pace and alleviate fatigue from continuous or repetitive activity