



## **Job Demands Analysis: Inventory of Properties in GIS (Light Duty)**

**Company Name:** City of Richmond – Sewer and Drainage (Storm Sewer) Department

**Job Title:** Inventory of Properties not in the GIS System (Light Duty)

**General Work Environment:**

- Outdoor (temperature is dependent on weather)
- Driving a city vehicle (possibly)
- Required to wear steel toed boots, safety vest/overalls

**Work Hours/Breaks:** 7:30am-4:00pm, (2) X 10 minute rest breaks, (1) X 30 minute lunch break

**Tools used may include:** clipboard and pen/marker.

**Job Task Categories:**

- 1) Driving a city vehicle – through out the City of Richmond to appropriate destination.
- 2) Reading a list of addresses on a map to locate areas of inspection.

**Functional Requirements:**

GENERAL FUNCTIONS:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Walking	Variable distances	33-66%	<ul style="list-style-type: none"> <li>▪ To/from van to worksite</li> <li>▪ Walking over various surfaces outside: including grass/mud hills, uneven terrain, roads, sidewalks</li> </ul>
Standing	Sustained	1-33%	<ul style="list-style-type: none"> <li>▪ Static standing when recording location</li> </ul>
Climbing		1-33%	<ul style="list-style-type: none"> <li>▪ Climbing in/out of the van</li> </ul>
Sitting/Driving	Variable, Up to 10 minutes continuously	1-33%	<ul style="list-style-type: none"> <li>▪ Operation of vehicle (typically automatic) – within the City of Richmond</li> </ul>
Kneeling / Crouching / Stooping	Variable	1-33%	<ul style="list-style-type: none"> <li>▪ May vary depending on work style, as needed when accessing workspaces – Worker is not required to extensively locate if too difficult</li> </ul>
Neck positioning	Flexion, rotation	33-66%	<ul style="list-style-type: none"> <li>▪ When viewing work spaces on the ground (flexion)</li> <li>▪ When driving (rotation) – i.e. shoulder checking</li> </ul>
Reaching	In front, to the side	33-66%	<ul style="list-style-type: none"> <li>▪ May vary depending on work style and may be repetitive or sustained when operating of steering wheel</li> <li>▪ Overhead reaching is not required</li> </ul>
MATERIALS HANDLING:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Handling / Grasping	Power Grasp	33-66%	<ul style="list-style-type: none"> <li>▪ 1-2 handed grasp of steering wheel, up to 10 minutes continuously</li> <li>▪ 1-2 handed grasp of tools/equipment (pen)</li> </ul>
Lifting/Carrying	N/A	N/A	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>
Pushing / pulling	N/A	N/A	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>

*\*Consider for upper and lower extremity injuries, back injuries. With the opportunity to self-pace, and take rest breaks when needed.*