



Job Demands Analysis: Job Status Update, Site Preparation (Light Duty)

Company Name: City of Richmond – Water Department

Job Title: Job Status Update, Location of Equipment, Site Preparation (Light Duty)

General Work Environment:

- Outdoor (temperature is dependent on weather)
- Driving a city vehicle
- 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 work areas.
- 3) Observing and recording site completions or preparations and ensuring removal of equipment/tools - and forwarding onto the appropriate person.

Functional Requirements:

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

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