



## Job Demands Analysis: Orientation of New Employees (Light Duty)

**Company Name:** City of Richmond – Water Department

**Job Title:** Orientation of New Employees (Light Duty)

**General Work Environment:**

- Indoor and 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/pen

Job Task Categories:
1) Driving a city vehicle – through out the City of Richmond to show new employees locations 2) Guide new employees around works yard to show equipment, buildings etc. 3) Verbally review policies and procedures.

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 viewing work areas</li> </ul>
Climbing		1-33%	<ul style="list-style-type: none"> <li>▪ Climbing in/out of the vehicle</li> <li>▪ Climbing stairs in work areas</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	N/A	N/A	<ul style="list-style-type: none"> <li>▪ N/A</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	Within Forearms Reach	33-66%	<ul style="list-style-type: none"> <li>▪ May vary depending on work style</li> <li>▪ Overhead reaching is not required</li> </ul>
MATERIALS HANDLING:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Handling / Grasping		1-33%	<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: clipboard/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.*