



Job Demands Analysis: Check Exit Lights, Inventory (Light Duty)

Company Name: City of Richmond – Facilities Department

Job Title: Check Exit Lights, Fire Plans, Extinguisher Inventory (Light Duty)

General Work Environment:

- Indoor, various city buildings
- Driving a city vehicle to desired location
- 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, computer workstation to input data, telephone or radio

Job Task Categories:

- 1) Driving a city vehicle – through out the City of Richmond to appropriate destination.
- 2) Walking throughout a building to inspect exit lights, fire plans, # of fire extinguishers, check asbestos tags.
- 3) Record findings and follow up with appropriate resources if needed.

Functional Requirements:

GENERAL FUNCTIONS:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Walking	Variable distances	33-66%	<ul style="list-style-type: none"> ▪ To/from vehicle to worksite ▪ Walking throughout a building during inspection – can be self-paced
Standing	Sustained	1-33%	<ul style="list-style-type: none"> ▪ When viewing and recording equipment – can be self-paced
Climbing		1-33%	<ul style="list-style-type: none"> ▪ Climbing in/out of vehicle ▪ Climbing stairs within the building
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 (i.e. locating equipment)
Neck positioning	Flexion, rotation	33-66%	<ul style="list-style-type: none"> ▪ When viewing work spaces ▪ When driving (rotation) – i.e. shoulder checking
Reaching	Within Arms Reach	1-33%	<ul style="list-style-type: none"> ▪ May vary depending on work style and may be repetitive or sustained (i.e. operating steering wheel) ▪ Overhead reaching is not required
MATERIALS HANDLING:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Handling / Grasping		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 (i.e. pen)
Lifting/Carrying	N/A	N/A	<ul style="list-style-type: none"> ▪ Items handled may include clipboard and pen
Pushing / pulling	N/A	N/A	<ul style="list-style-type: none"> • N/A

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