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 – throughout 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:

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<tr>
<th>Category</th>
<th>Amount</th>
<th>% of Workday</th>
<th>Description/Comments</th>
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<tbody>
<tr>
<td>GENERAL</td>
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| Walking                   | Variable distances      | 33-66%       | To/from vehicle to worksite  
- Walking throughout a building during inspection – can be self-paced |
| Standing                  | Sustained               | 1-33%        | When viewing and recording equipment – can be self-paced  
- Climbing in/out of vehicle  
- Climbing stairs within the building |
| Climbing                  |                         | 1-33%        |                                                                                     |
| Sitting/Driving           | Variable, Up to 10 minutes continuously | 1-33% | Operation of vehicle (typically automatic) – within the City of Richmond |
| Kneeling / Crouching / Stooping | Variable          | 1-33%       | May vary depending on work style, as needed when accessing workspaces (i.e. locating equipment)  
- When viewing work spaces  
- When driving (rotation) – i.e. shoulder checking |
| Neck positioning          | Flexion, rotation       | 33-66%       |                                                                                     |
| Reaching                  | Within Arms Reach       | 1-33%        | May vary depending on work style and may be repetitive or sustained (i.e. operating steering wheel)  
- Overhead reaching is not required |
| MATERIALS HANDLING        |                         |              |                                                                                     |
| Handling / Grasping       |                         | 33-66%       | 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          | Items handled may include clipboard and pen |
| Pushing / pulling         | N/A                     | N/A          | N/A                                                                                   |

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