



## **Job Demands Analysis: Respond to Service Request (Light Duty)**

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

**Job Title:** Respond to Service Request (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) Follow with service calls (i.e. equipment needing to be fixed), inspect request and follow up with appropriate services to fix the equipment.
- 3) Record findings.

**Functional Requirements:**

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

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