

Job Demands Analysis (JDA)

Company Name: City of Richmond – Fire Services

Job Title: Modified Duty: Special Projects

General Work Environment:

- Primarily indoors, (room temperature)
- Workstation, office environment

Tools used: Computer keyboard, mouse, pen, phone, binders, books, other office materials

Job Task Categories:	% of shift
1) Could include: Working at various workstations, gathering or organizing materials, updating manuals, developing and presenting course materials, or data entry	1) 100%, (up to full 10 hour shift)



Functional Requirements:			
GENERAL FUNCTIONS:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Sitting	Continuously for up to 2 hours	50% - 100%	<ul style="list-style-type: none"> ▪ Primarily at desk or computer ▪ Option to get up and stand/walk as needed ▪ On 5-caster height adjustable and tilt adjustable office chair, or boardroom chair
Standing / Walking	Variable	0-50%	<ul style="list-style-type: none"> ▪ Within office as needed to retrieve or organize materials
Climbing	Stairs	0-5%	<ul style="list-style-type: none"> ▪ Up and down to access second floor (i.e. at Inspection Branch)
Keying/Mousing	Continuously for up to 2 hours	50% - 100%	<ul style="list-style-type: none"> ▪ 1-2 hands to operate keyboard and mouse at own pace
Reaching (up to shoulder height)	Variable	0-10%	<ul style="list-style-type: none"> ▪ Up to 90 degrees of shoulder flexion to reach required materials
MATERIALS HANDLING:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Lifting, Carrying or Transferring	Variable lightweight items	0-50%	<ul style="list-style-type: none"> ▪ Items such as books or binders, other office materials

Recommendations for Return to Work Planning:

- Ergonomic set-up of chair, keyboard and screen for workers with arm (shoulder/elbow/hand/wrist) or neck/back injuries; items used more frequently to be placed closer to worker
- Potential need for education on optimal sitting posture and wrist posture
- Potential use of document holder for workers with neck injuries while entering data
- Potential use of back rest or back roll for workers with back injuries