

Job Demands Analysis: Inventory of Fleet Manuals and Equipment (Light Duty)

Company Name: City of Richmond – Fleet Department

Job Title: Inventory of Fleet Manuals and Equipment (Light Duty)

General Work Environment:

- 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 and pen/marker.



1. Ex. Fleet Equipment



2. Ex. Fleet Equipment

Job Task Categories:

- 1) Driving a city vehicle – through out the City of Richmond to appropriate destination.
- 2) Communicating with equipment operator regarding manuals and equipment on board. Equipment/vehicles inspected may include: dump trucks, crane trucks, street sweepers, graders, low bed trucks, pump trucks, and back hoes.
- 3) Record findings on a checklist.

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 over various surfaces outside: including grass/mud hills, uneven terrain, roads, sidewalks
Standing	Sustained	1-33%	<ul style="list-style-type: none"> ▪ Static standing when communicating with operator outside of vehicle being inspected
Climbing		1-33%	<ul style="list-style-type: none"> ▪ Climbing in/out of the vehicle ▪ Climbing onto equipment is not required – can gather information from operator
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	N/A	N/A	<ul style="list-style-type: none"> ▪ N/A
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	33-66%	<ul style="list-style-type: none"> ▪ May vary depending on work style, when 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 clipboard/pen
Lifting/Carrying	Light	1-66%	<ul style="list-style-type: none"> ▪ Items handled may include: clipboard and pen – under 10 lbs
Pushing / pulling	N/A	N/A	<ul style="list-style-type: none"> ▪ N/A

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