**Job Demands Analysis: Inspections and Notifications (Light Duty)**

**Company Name:** City of Richmond – Sewer and Drainage (Sanitary Sewer) Department  
**Job Title:** Assist Maintenance Crew with Inspections and Notifications (Light Duty)

**General Work Environment:**
- Outdoor (temperature is dependent on weather)
- Driving a city vehicle (possibly)
- 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:** metal detector, meter wheel, clipboard and pen/ marker.

1. Metal Detector  
2. Meter Wheel

**Job Task Categories:**
1) Driving a city vehicle – throughout the City of Richmond to appropriate destination.  
2) Reading a list of addresses on a map to locate areas of inspection.  
3) Using tools such as a metal detector to locate water valve covers, meter wheel to measure to property lines.  
4) Hand delivering paper notifications to residents to inform of inspection dates.

**Functional Requirements:**

<table>
<thead>
<tr>
<th>GENERAL FUNCTIONS</th>
<th>AMOUNT</th>
<th>% OF WORKDAY</th>
<th>DESCRIPTION/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking</td>
<td>Variable distances</td>
<td>33-66%</td>
<td></td>
</tr>
</tbody>
</table>
|                   |         |              | To/from van to worksite  
|                   |         |              | Walking over various surfaces outside: including grass/mud hills, uneven terrain, roads, sidewalks  
| Standing          | Sustained | 1-33% | Static standing when recording location  
| Climbing          | 1-33% | Operation of vehicle (typically automatic) – within the City of Richmond  
| Sitting/Driving   | Variable, Up to 10 minutes continuously | 1-33% |  
| Kneeling / Crouching / Stooping | Variable | 1-33% | May vary depending on work style, as needed when accessing workspaces (i.e. locating valve covers in difficult locations) – Worker is not required to extensively locate if too difficult  
| Neck positioning  | Flexion, rotation | 33-66% | When viewing work spaces on the ground (flexion)  
| Reaching          | In front, to the side | 33-66% | May vary depending on work style and may be repetitive or sustained when operating metal detector and operation of steering wheel  

<table>
<thead>
<tr>
<th>MATERIALS HANDLING</th>
<th>AMOUNT</th>
<th>% OF WORKDAY</th>
<th>DESCRIPTION/COMMENTS</th>
</tr>
</thead>
</table>
| Handling / Grasping| Power Grasp | 33-66% | 1-2 handed grasp of steering wheel, up to 10 minutes continuously  
|                    |         |              | 1-2 handed grasp of tools/equipment (handles: power grasp), pen  
| Lifting/Carrying   | Light | 1-33% | Items handled may include: Metal detector – 1.5 kg/3.3 lbs, Meter wheel – 1.5 kg/3.3 lbs  
| Pushing / pulling  | Light resistance | 1-33% | Pushing meter wheel over various distances  

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

October 2007 – Tracie Sparks, Occupational Therapist