**Company Name:** City of Richmond – Sewer and Drainage (Storm Sewer) Department  
**Job Title:** Inventory of Properties not in the GIS System (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:** clipboard and pen/marker.

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**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.

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**Functional Requirements:**

<table>
<thead>
<tr>
<th>GENERAL FUNCTIONS:</th>
<th>AMOUNT:</th>
<th>% OF WORKDAY</th>
<th>DESCRIPTION/COMMENTS</th>
</tr>
</thead>
</table>
| Walking            | Variable distances | 33-66% | 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% | | Climbing in/out of the van |
| 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  
Worker is not required to extensively locate if too difficult |
| Neck positioning   | Flexion, rotation | 33-66% | When viewing work spaces on the ground (flexion)  
When driving (rotation) – i.e. shoulder checking |
| Reaching           | In front, to the side | 33-66% | May vary depending on work style and may be repetitive or sustained when operating of steering wheel  
Overhead reaching is not required |

<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 (pen) |
| Lifting/Carrying   | N/A | N/A | N/A |
| Pushing / pulling  | N/A | N/A | N/A |

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