

Job Description Template

Employer: _____ Date: _____

Job Title: _____ DOT [ICMS] Title: _____
 DOT code: _____

Job Category: (S, L, M, H, VH) _____

Work schedule [Hours/day, including overtime]: _____ Days/Week: _____

Description of Job/Tasks:

Essential functions: [narrative summary]

Non-essential functions: [narrative summary]

1. Check frequency and number of hours the employee does the following tasks:

	Frequency			Number of hours per day								
	Cont.	Inter.	<1	1	2	3	4	5	6	7	8	>8
Sit												
Walk												
Stand												
Bend												
Squat												
Climb												
Kneel												
Twist												

2. a. Hand manipulation required? Y ___ N ___ (if Y, complete b,c,d,e)

b. Simple Grasping RIGHT Y ___ N ___ LEFT Y ___ N ___

c. Power Grasping RIGHT Y ___ N ___ LEFT Y ___ N ___

d. Pushing/Pulling RIGHT Y ___ N ___ LEFT Y ___ N ___

e. Fine Manipulation RIGHT Y ___ N ___ LEFT Y ___ N ___

Keying – [estimated average number of keystrokes per hour, or minutes spent typing per hour]:

3. Does job require employee to reach or work above the shoulder? (N,R,O,F,C)

N=Never, R=Rare (< 1 hr.), O=Occasionally (1-3 hrs.), F=Frequently (4-6 hrs.), C=Continuous (>6 hrs), I = Intermittently

YES ___ NO ___ Frequency _____

b. Reaching at or below shoulder level? (N,R,O,F,C)

YES ___ NO ___ Frequency _____

Definitions of the Physical Demand Job Categories *Limits of Weights Lifted/Carried or Force Extended*

Rating	Occasionally (O)	Frequently (F)	Constantly (C)
Sedentary	* - 10	Negligible	Negligible
Light	* - 20	* - 10	Negligible
Medium	20 – 50	10 – 25	* - 10
Heavy	50 – 100	25 – 50	10 – 20
Very Heavy	100+	50+	20+

* negligible weight

The Sedentary and Light jobs are differentiated on the basis of the injured worker's posture and whether work is performed at a production rate. For example, all Sedentary jobs involve sitting constantly. However in some jobs, workers sit constantly but exert force of an amount or at a frequency that exceeds the limits for Sedentary. Such jobs are rated at least Light.

Sedentary Work Exerting up to 10 lbs. of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary work. Even though the weight lifted may only be negligible, a job should be rated Light work: 1) when it requires walking or standing to a significant degree, 2) when it requires sitting most of the time but entails pushing or pulling of arm or leg controls, or 3) when the job requires working at a production rate pace entailing the constant pushing or pulling of materials even though the weight of those materials is not negligible.

Medium Work Exerting 20 to 50 lbs. of force occasionally, or 10 to 25 lbs. of force frequently, and greater than negligible up to 10 lbs. of force constantly, to move objects.

Heavy Work Exerting 50 to 100 lbs. of force occasionally, or 25 to 50 lbs. of force frequently, or 10 to 20 lbs. of force constantly, to move objects.

Very Heavy Work Exerting up to 100 lbs. of force occasionally, or in excess of 50 lbs. of force frequently, or in excess of 20 lbs. of force constantly, to move objects.

4. Does job require the use of feet to operate foot controls for repetitive movement? (N,R,O,F,C)
YES ___ NO ___ Frequency _____

5. Are there special visual or auditory requirements? (N,R,O,F,C)
YES ___ NO ___ Frequency _____

Description: _____

6. Lifting and Carrying Demands

Weight	Lift Frequency (N,R,O,F,C)*	Carry Frequency (N,R,O,F,C)*
< 10 Lbs.		
11-25 Lbs.		
26-50 Lbs		
51-75 Lbs		
76-100 Lbs		
100+ Lbs		

N=Never, R=Rare (< 1 hr.), O=Occasionally (1-3 hrs.), F=Frequently (4-6 hrs.), C=Continuous (>6 hrs), I = Intermittently

Longest distance carried: _____ Heaviest item carried, and how far: _____

7. Driving cars, trucks, forklifts, moving equipment? YES ___ NO ___

8. Working near hazardous equipment and machinery? YES ___ NO ___

9. Walking on uneven ground? YES ___ NO ___

10. Exposure to dust, gas, or fumes? YES ___ NO ___

11. Exposure to noise? YES ___ NO ___

12. Exposure to extremes in temperature or humidity? YES ___ NO ___

13. Working at heights? YES ___ NO ___

Comments:

