

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>		<i>Pay Grade:</i>	
<i>Department:</i>		<i>FLSA Status:</i>	
<i>Location:</i>		<i>Reports to Position:</i>	
<i>Effective Date:</i>			

## JOB SUMMARY

## ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

## **QUALIFICATIONS**

### **Education and Experience Guidelines**

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### **Education and Training**

#### **Experience**

#### **Licenses or Certification Required**

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

#### **Knowledge of:**

**Ability to:**

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

**Environment:**

**Physical Demands: See Accompanying Page**

**Key Working Relationships:**

**APPROVAL/ACKNOWLEDGEMENT**

_____	_____	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____	_____	_____
Incumbent Employee Printed Name and Signature		Date

# PHYSICAL REQUIREMENTS – PLANNING DIRECTOR – ECONOMIC DEVELOPMENT

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

LIFT/CARRY				
1-10 lbs				
11-20 lbs				
21-50 lbs				
51-75 lbs				
76-100 lbs				

EQUIPMENT USE & OPERATION				
Motor Vehicle				
Heavy Equipment (Backhoe, dump truck)				
Large Apparatus (Fire Truck, Street Sweeper)				
Small Equipment (Mower)				
Handheld tool/equipment (tamps, weed eaters, shovel)				

PUSH/PULL				
1-10 lbs				
11-20 lbs				
21-50 lbs				
51-75 lbs				
76-100 lbs				

WORK WITH/NEAR				
Machinery				
Electricity				
Power Tools				
Impact Tools				
Chemicals				
Fumes				
Heights				

MOVEMENT				
Bend/Stoop/Twist				
Crouch/Squat				
Kneel/Crawl				
Reach Above Shoulders				
Reach Below Shoulders				
Repetitive Arm Use				
Repetitive Wrist Use				
<b>Repetitive Hand Use</b>				
a) grasping				
b) squeezing				
Climb Stairs/Ladder				
Uneven Walking Surface				
Even Walking Surface				

ENVIRONMENT				
Indoors				
Outdoors				
Extreme Heat				
Extreme Cold				
Dusty				
Excessive Noise				
Other (explain)				

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit		
Stand		
Walk		

## Additional Considerations (including clarification of any of the above)

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity			
Visual Acuity			
Manual dexterity			