



CITY OF KINGMAN – PHYSICAL/WORK CAPACITY

Date Created/Revised

July 2015

CLASSIFICATION: Groundskeeper – Part Time

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code	Description Examples:	Physical Demand	Frequency Code	Description Examples:
Standing	F	Making Presentations Observing work site Observing/Conducting work duties Communicating with co-workers	Pushing / Pulling	F	File Drawers Equipment Tables and Chairs Hoses Handling Patients/Suspects
Fine Dexterity	R	Computer Keyboard Telephone Keypad Calculator Calibrating Equipment	Climbing	F	Stairs Ladders Step Stools Onto Equipment On/Out of Terrain On/Out of Hole/Ditches/Work Site
Walking	C	To other departments/offices Around work site	Vision	C	Reading Computer Screen Driving Observing Work Site
Lifting	F	Supplies Equipment Files Patients	Foot Controls	F	Driving Operating Heavy Equipment Operating Dictaphone
Carrying	C	Supplies Equipment Files	Balancing	F	On Ladders On Equipment On Step Stools
Sitting	O	Desk Work Meetings Driving	Bending	F	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients
Reaching	F	For Supplies For Files	Crouching	F	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients
Handling	R	Paperwork Monies	Hearing	F	Communicating Via Telephone/ Radio, to co-workers/public Listening to Equipment Response to Call – Sirens Response to Call/Training – Guns
Kneeling	F	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients	Twisting	F	From Computer to Telephone/ Radio Getting Inside/Outside of Vehicle Handling Patients/Suspects
Crawling	O	Under Equipment Inside Attics/Pipes/Ditches	Talking	F	Communicating via telephone/ radio, to co-workers/public Communicating in person to co-workers/public
Other (describe):			Other: (describe):		

Machines, Tools, Equipment and Work Aids:

Work truck, Workman, Kubota, trailer, backhoe, bucket truck, boom truck, dump truck, sweeper, mower, tractor, aerator, blower, sprayer, weed-eater, edger, hedger, chain saw, front loader, cement/mortar mixer, airifier, power-hand tools, hand tools (shovel, rake, pick, hula hoe), dragging cart, power washer, chalker, 15 passenger van, photocopier

Computer Equipment and Software:					
None					
Environmental Factors:					
Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (heat, cold, extreme temp, changes from outside work)		X			
Wetness and/or Humidity (bodily discomfort from moisture)		X			
Respiratory Hazards (fumes, gases, chemicals, dust and dirt)					X
Noise and vibration (sufficient to cause hearing loss)					X
Physical Hazards (high voltage, dangerous machinery, aggressive suspects, arrestees, patients – <u>not</u> customers)			X		
Health and Safety Conditions:					
Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
<input type="checkbox"/> Per Shift ___ hrs per day; <input checked="" type="checkbox"/> Per One Work Week	Never Occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical Hazards				X	
Chemical Hazards			X		
Electrical Hazards		X			
Fire Hazards	X				
Explosives	X				
Communicable Diseases		X			
Physical Danger or Abuse		X			
Other: Specify -					
Primary Work Location:					
<input type="checkbox"/> Office Environment	<input type="checkbox"/> Warehouse				
<input type="checkbox"/> Shop	<input type="checkbox"/> Vehicle				
<input checked="" type="checkbox"/> Outdoors	<input type="checkbox"/> Recreation Centers/Neighborhood Centers				
<input type="checkbox"/> Other: Specify -					
Protective Equipment Required:					
Ear plugs, safety glasses, goggles, gloves, steel-toed boots, dust mask, safety vest, long pants, helmet with face shield, chaps, long sleeve shirts, wide brimmed hat, sunscreen					
Job Demands:					
Overall Strength Demands					
<input type="checkbox"/> Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time				
<input type="checkbox"/> Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree				
<input type="checkbox"/> Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly				
<input checked="" type="checkbox"/> Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 up to 20 pounds constantly				
<input type="checkbox"/> Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 up to 50 pounds constantly				
<input type="checkbox"/> Other					
Non - Physical Demands					

	Frequently	Occasionally	Rarely	Never
Time Pressures		X		
Emergency Situations			X	
Frequent Change of Tasks		X		
Irregular Schedule/Overtime		X		
Performing Multiple Tasks Simultaneously		X		
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work			X	
Noisy/Distracting Environment		X		
Other: Specify -				

Employee Sign-Off: I have read through the physical and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the physical/working demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities/physical-working demands of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodation, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:	Date:
---------------------	-------

Employee Name Printed:
