

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Agency  
Number

276

## Part I - Items 1 through 12 to be completed by department head or personnel office.

|                                                                                      |                                                         |                                                       |                                                                                                 |  |
|--------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------|--|
| 1. Agency Name<br><b>KDOT<br/>Kansas Department of Transportation</b>                |                                                         | 9. Position No.<br><b>K0000000 /<br/>00-00-00-000</b> | 10. Budget Program Number                                                                       |  |
| 2. Employee Name (leave blank if position vacant)                                    |                                                         |                                                       | 11. Present Class Title (if existing position)<br><b>Highway Maint Ast Supervisor (UNCL/NE)</b> |  |
| 3. Division<br><b>Field Operations</b>                                               |                                                         |                                                       | 12. Proposed Class Title                                                                        |  |
| 4. Section<br><b>District</b>                                                        | For<br><br>Use<br><br>By<br><br>Personnel<br><br>Office | 13. Allocation                                        |                                                                                                 |  |
| 5. Unit<br><b>Maintenance</b>                                                        |                                                         | 14. Effective Date                                    |                                                                                                 |  |
| 6. Location (address where employee works)<br>City: County:                          |                                                         | 15. By                                                | Approved                                                                                        |  |
| 7. (circle appropriate time)<br>Full time X Perm. X Inter.<br>Part time Temp. %      |                                                         | 16. Audit<br>Date: By:<br>Date: By:                   |                                                                                                 |  |
| 8. Regular hours of work: (circle appropriate time)<br><br>FROM: 8:00 AM TO: 5:00 PM |                                                         |                                                       | 17. Audit<br>Date: By:<br>Date: By:                                                             |  |

Position  
Number

## PART II - To be completed by department head, personnel office, or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position provides effective leadership to their assigned work unit. Assists supervisor and managerial staff in directing highway maintenance activities for a specific geographic region, or facilities. Work involves responsibility for supervising the safe and efficient operation of heavy construction and maintenance equipment used in a full range of construction and maintenance work. Duties include supervising a crew of highway maintenance workers.

19. Who is the supervisor of this position? (Person who assigns work, gives directions, answers questions and is directly in charge)?

Who evaluates the work of an incumbent in this position?

| Name | Title                          | Position #              |
|------|--------------------------------|-------------------------|
|      | Highway Maintenance Supervisor | K0000000 / 00-00-00-000 |

20. a) How much latitude is allowed for the employee in completing the work? b) What kinds of instructions, methods, and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- Employee schedules work of equipment operators in accordance with established programs. Considerable latitude in what is done and when.
- Employee uses knowledge of KDOT programs, policies and procedures to schedule and administer the work done in their sub-area. Any instructions are general in nature.
- The Area Superintendent normally reviews the supervisor's work for end result only. He does on occasion check detail to ascertain that policy and procedure are being followed.

21. Describe the work of this position using the page or one additional page only.

| No. %  | E or M | It is expected that the person in this position will provide effective leadership to their assigned work unit. This includes such things as leading by example, providing performance objectives, mid-year performance feedback discussions, timely performance reviews, coaching and counseling, discipline, and providing employee development opportunities for employees under your supervision.                                                                                                                                                                                                                                                                                                                                                |
|--------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. 50% | E      | Serves as the assistant to the Sub-Area supervisor. Provides on-site field supervision of the maintenance crew and monitors crew worksite performance for quality and quantity of work accomplished. Assists the supervisor in the scheduling, planning, coordinating, and prioritizing of the maintenance work plan for the Sub-Area. Determines the proper procedures, equipment, and materials to be used to perform various maintenance activities. Acquires the resources needed to perform the planned work. Assists in the preparation and maintenance of resource management system reports and records of material, equipment, and personnel utilization, work plans, and inventories for computer input in accordance with the standards. |
| 2. 15% | E      | Performs general supervisory functions including interviewing and selecting prospective employees or promotional candidates, coaching employees, resolving disputes among crew members, preparing and conducting employee performance reviews. Administers the EEO Policies in accordance with the KDOT Affirmative Action Plan.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. 10% | E      | Represents KDOT in work-related problems with property owners, other government officials and the traveling public, to offer guidance, and resolve issues. Monitors highway permits and conducts surveillance of advertising signs and ROW (Right of Way) encroachments. Under the guidance of the Sub-Area supervisor this position has the authority to commit KDOT resources to offer limited aid and assistance to confirm the safety of the traveling public.                                                                                                                                                                                                                                                                                  |
| 4. 10% | E      | Operates a pickup on a daily basis. Required to perform physical tasks in the maintenance of equipment and the highway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5. 15% | M      | May operate other vehicles and equipment such a dump truck with mounted plow and spreader, loader, motor grader, power tools, etc. Performs other miscellaneous assigned tasks.<br><br>During emergency situations the HMAS must report to duty within a reasonable time of proper notification and work for extended periods of time (12-hour shifts). Assistant supervisors review work for end result only.<br><br>Due to the nature of the work, incumbent may be required to work additional hours when needed, including nights and weekends. Additional hours are to be assigned by the supervisor depending upon the needs of the agency.                                                                                                   |
|        | E      | <b>Must be capable of performing the essential physical functions detailed in Section 28.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation for qualified people with disabilities.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
 (X) Plans, staffs, evaluates, and directs work of employees of a work unit.  
 ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

| Name | Title                      | Position #              |
|------|----------------------------|-------------------------|
|      | Highway Maintenance Worker | K0000000 / 00-00-00-000 |
|      | Highway Maintenance Worker |                         |
|      | Highway Maintenance Worker |                         |
|      | Highway Maintenance Worker |                         |
|      | Highway Maintenance Worker |                         |
|      | Highway Maintenance Worker |                         |
|      | Highway Maintenance Worker |                         |
|      | Highway Maintenance Worker |                         |
|      | Highway Maintenance Worker |                         |

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23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.  
☐ Moderate loss of time, injury, damage or adverse impact on the health and welfare of others.  
☒ Major program failure, major property loss, or serious injury or incapacitation.  
☐ Loss of life, disruption of operations of a major agency.

Please give examples.

Most decisions errors could result in moderate losses. For example, failure to patch a road in a timely manner could result in damage to vehicles and injury to motorists. There are occasional decisions such as inadequate or untimely responses to emergencies that could lead to major property loss or loss of life, i.e. deciding when and what type of operation to initiate for snow & ice control during severe winter storms.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees, or officials?

Employee has daily contact with the public; other employees, city and county officials and utility companies concerning problems and/or conditions relating to highway maintenance.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

- ☒ Frequent exposure to extreme cold/heat wet/humid conditions.  
☒ Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.  
☒ Exposure to noise, vibrations, fumes, odors, gases, dust, and/or poor ventilation.  
☒ Works in traffic.  
☒ Other: Frequent travel; works extended hours during emergency situations.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily: General office equipment, automobile/pickup

Occasionally: Heavy equipment and other equipment used by the crew.

**For more specific information on equipment used regularly please see Section 28.**

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

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Education or Training - special or professional

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Licenses, certificates, and registrations

Valid Driver's License

**Minimum Requirement:** CDL Class A - Employee must have a Commercial Driver's License Class A with required endorsements or options at time of appointment, and maintain it, in accordance with SOM 2.1.9.

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Special knowledge, skills, and abilities

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Experience - length in years and kind

**Minimum Requirements:** Five (5) years of experience in highway maintenance including at least one (1) year of lead worker or supervisory experience that meets the needs of the Agency. Education may be substituted for experience as determined relevant by the Agency.

## 28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

**ESSENTIAL PHYSICAL FUNCTIONS/DUTIES** - Duties that are fundamental to the position based on the function and the results to be achieved, rather than the manner in which they are being performed. Duties that are directly related to the reason the position exists and cannot be reassigned without changing the nature of the position. All job duty physical demands are essential physical functions of this position, and the employee must be able to perform them.

### Definition of Frequency:

Occasional= 1-33% (1 - 100 reps)      Frequent= 34-66% (101 -500 reps)      Continuous= 67- 100% (500+ reps)

| Job Duty                         | Job Duty Physical Demands/Comments                                                                                                                                | Weight/Force | Frequency  |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|
| Control Traffic (Flagging)       | Stand – to slow, stop, direct traffic as needed                                                                                                                   | N/A          | Continuous |
|                                  | Walk – to move flagging location                                                                                                                                  | N/A          | Occasional |
|                                  | Knuckle – Shoulder Lift – Lift objects, such as a sign, to 56” to/from vehicle                                                                                    | 10 lbs.      | Occasional |
|                                  | Floor – Shoulder Lift – to load/unload stacks of 5 traffic cones to/from dump truck 56” high                                                                      | 60 lbs.      | Occasional |
|                                  | Grip w/ preferred hand – to hold and turn “slow/stop” sign                                                                                                        | 10 lbs.      | Continuous |
|                                  | Grip w/ preferred hand – to hold and turn “slow/stop” sign in windy weather                                                                                       | 30 lbs.      | Occasional |
| Fill Edge Ruts (via shovel)      | Walk – outdoors, on uneven terrain; to fill in the edge ruts of the highways/exit ramps                                                                           | N/A          | Continuous |
|                                  | Forward Bend Stand – to shovel gravel from dump truck (tilted to 50” high) to the ground                                                                          | N/A          | Continuous |
|                                  | Forward Reach – to shovel gravel from the back of a dump truck; an arm’s length away                                                                              | N/A          | Continuous |
|                                  | Shoulder – Floor Lift – lift full shovel of gravel from the back of a dump truck at 50” high to the ground                                                        | 15 lbs.      | Continuous |
|                                  | Carry – to carry the shovel                                                                                                                                       | 5 lbs.       | Continuous |
| Remove/replace Freeway Signs     | Stand/Walk – outdoors, sometimes on uneven terrain; in all weather conditions                                                                                     | N/A          | Continuous |
|                                  | Forward Bend Stand – to disassemble/assemble freeway signs; to reach and guide the sign into position 20 ft. above the highway                                    | N/A          | Occasional |
|                                  | Bilateral Hand Coordination – moderate demand; to apply clips: assemble/disassemble signs using hand tools such as ratcheting wrenches                            | N/A          | Occasional |
|                                  | Balance – high demand; to stand on narrow sign ledge over traffic (with safety harness attached) to erect sign                                                    | N/A          | Occasional |
|                                  | Bilateral Grip – to use wrench to tighten clips                                                                                                                   | 30 lbs..     | Occasional |
|                                  | Knuckle – Shoulder Lift – to place old sign or pieces of sign (13’ X 3’) onto the back of the flat bed roll-off truck at 56” high and remove new signs from truck | N/A          | Occasional |
| Remove/replace non-freeway signs | Stand/Walk – outdoors, sometimes on uneven terrain; in all weather conditions                                                                                     | N/A          | Continuous |
|                                  | Forward Bend Stand – to use shovel to widen/deepen/fill hole when required                                                                                        | N/A          | Occasional |
|                                  | Bilateral Hand Coordination – moderate demand; assemble/disassemble sign onto post using hand tools such as ratcheting socket drive                               | N/A          | Occasional |
|                                  | Floor – Shoulder Lift – to load post (4” X 4” X 14’) to/from back of dump truck 56” high                                                                          | 35 lbs.      | Occasional |
|                                  | Floor – Shoulder Lift – to load post (4” X 6” X 16’) to/from back of dump truck 56” high                                                                          | 75 lbs.      | Occasional |
|                                  | Floor – Shoulder Lift – to load bags of quikrete to/from dump truck 56” high                                                                                      | 80 lbs.      | Occasional |
| Repair Guardrails                | Stand/Walk – outdoors; sometimes on uneven terrain; in all weather conditions                                                                                     | N/A          | Continuous |
|                                  | Forward Bend Stand – to remove and replace damaged guardrails                                                                                                     | N/A          | Occasional |
|                                  | Bilateral Hand Coordination – moderate demand; to assemble/disassemble damaged guardrails using ratchet wrench                                                    | N/A          | Occasional |
|                                  | Floor-Knuckle Lift – 2-person lift of 185 lbs. to place/remove a 25 ft. guardrail to from 39” high trailer bed                                                    | 93 lbs.      | Occasional |
|                                  | Floor – Knuckle Lift – to place/remove 72” long guardrail post and/or 72” long metal sleeve from trailer bed 39” high                                             | 65 lbs.      | Occasional |

| <b>Job Duty</b>                                        | <b>Job Duty Physical Demands/Comments</b>                                                                                                                                        | <b>Weight/Force</b> | <b>Frequency</b>  |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|
| <b>Remove Debris from Roadway</b>                      | <b>Walk</b> – outdoors; sometimes on uneven terrain; in all weather conditions                                                                                                   | N/A                 | <b>Continuous</b> |
|                                                        | <b>Floor – Shoulder Lift</b> – to load debris (such as tire tread, tree limbs & other items) into back of dump truck 56” high                                                    | 50 lbs.             | <b>Occasional</b> |
|                                                        | <b>Floor – Shoulder Lift</b> – to load larger debris (such as tree limbs, dead animals & other items) into back of dump truck 56” high                                           | 100 lbs.            | <b>Occasional</b> |
| <b>Cut Brush</b>                                       | <b>Stand/Walk</b> – outdoors; on uneven terrain; in all weather conditions                                                                                                       | N/A                 | <b>Continuous</b> |
|                                                        | <b>Forward Reach</b> – to cut brush, logs, limbs, etc. and feed into chipper                                                                                                     | N/A                 | <b>Frequent</b>   |
|                                                        | <b>Floor – Shoulder Lift</b> – to use chain saw or limb saw; to cut brush, limbs, etc.; to load/unload saws from dump truck                                                      | 16 lbs.             | <b>Frequent</b>   |
|                                                        | <b>Shoulder – Overhead Lift</b> – to use chain saw or limb saw; to cut brush, limbs, etc.                                                                                        | 16 lbs.             | <b>Occasional</b> |
|                                                        | <b>Floor – Shoulder Lift</b> – to load cut brush, limbs, etc. into the back of a dump truck 56” high; tilt dump truck to send brush into the chipper                             | 30 lbs.             | <b>Occasional</b> |
| <b>Remove Snow &amp; Ice from Roadway</b>              | <b>Sit</b> – to plow roadways sitting in vehicle                                                                                                                                 | N/A                 | <b>Continuous</b> |
|                                                        | <b>Floor – Shoulder Lift</b> – to hook plow to stinger connection at 54” high                                                                                                    | 40 lbs.             | <b>Occasional</b> |
|                                                        | <b>Vertical Push/Pull</b> – using a cheater bar to tighten down the salt hopper in the back of the dump truck at 54” high                                                        | 60 lbs.             | <b>Occasional</b> |
|                                                        | <b>Floor – Shoulder Lift</b> – to load a (48” X 8”) snowplow blade in/out of the back of a dump truck at 56” high to replace a blade                                             | 90 lbs.             | <b>Occasional</b> |
|                                                        | <b>Carry</b> – to bring blade to/from the truck to the plow approximately 50 feet                                                                                                | 90 lbs.             | <b>Occasional</b> |
| <b>Route &amp; Seal Cracks</b>                         | <b>Walk</b> – outdoors; sometimes on uneven terrain; in all weather conditions; to guide the router, to heat & lance the cracks                                                  | N/A                 | <b>Continuous</b> |
|                                                        | <b>Vertical Pull (upward)</b> – to use/guide the cement router using the handle at 36” high                                                                                      | 50 lbs.             | <b>Frequent</b>   |
|                                                        | <b>Pull</b> – to use the cement router uphill; to load on/off trailer at 36” high                                                                                                | 70 lbs.             | <b>Occasional</b> |
|                                                        | <b>Floor – Shoulder Lift</b> – to load box of sealant into the hopper (6-7 per day); to load bucket of glennzoil sealant into the back of the dump truck (4 per day) at 56” high | 40 lbs.             | <b>Occasional</b> |
|                                                        | <b>Carry</b> – to carry gun/hose with 2 handles 22” apart; to spray sealant into cracks                                                                                          | 15 lbs.             | <b>Continuous</b> |
|                                                        | <b>Carry (one-handed)</b> – to carry 3-gallon container (approx. ¾ full) of glennzoil sealant; to spray sealant                                                                  | 20 lbs.             | <b>Continuous</b> |
| <b>Edge/Patch Loose Asphalt &amp; Spread Oil Track</b> | <b>Walk</b> – outdoors, on uneven terrain; to fill in areas loose asphalt                                                                                                        | N/A                 | <b>Continuous</b> |
|                                                        | <b>Forward Bend Stand</b> – to shovel the loose asphalt from the dump truck (tilted to 50” high)                                                                                 | N/A                 | <b>Continuous</b> |
|                                                        | <b>Forward Reach</b> – to shovel/rake asphalt from the back of the dump truck onto surface an arm’s length away                                                                  | N/A                 | <b>Continuous</b> |
|                                                        | <b>Shoulder – Floor Lift</b> – full shovel of asphalt; from the back of the dump truck at 50” high to ground                                                                     | 15 lbs.             | <b>Continuous</b> |
|                                                        | <b>Carry</b> – to carry the shovel or rake                                                                                                                                       | 5 lbs.              | <b>Continuous</b> |
|                                                        | <b>Floor – Shoulder Lift</b> – to load bucket of glennzoil sealant into the back of the dump truck at 56” high                                                                   | 40 lbs.             | <b>Occasional</b> |
|                                                        | <b>Carry</b> – to carry 3-gallon container (approx. ¾ full) of glennzoil sealant; to spray sealant tack                                                                          | 20 lbs.             | <b>Continuous</b> |
| <b>Operate a Dump Truck</b>                            | <b>Sit</b> – to drive the vehicle                                                                                                                                                | N/A                 | <b>Occasional</b> |
|                                                        | <b>Climb Step</b> – 3 steps: 20”, 18”, & 10” with a grab bar 58” high, to climb in/out of cab of vehicle                                                                         | N/A                 | <b>Occasional</b> |
|                                                        | <b>Vertical Ladder Climb</b> – 5 steps; 12” each with grab bar @ 76” high                                                                                                        | N/A                 | <b>Occasional</b> |
|                                                        | <b>Bilateral Hand Coordination</b> – low-moderate demand; to use the steering wheel & hand controls                                                                              | N/A                 | <b>Occasional</b> |
|                                                        | <b>Other</b> – operate foot controls                                                                                                                                             | N/A                 | <b>Occasional</b> |
| <b>Operate a Flat Bed Roll-off Truck</b>               | <b>Sit</b> – to drive the vehicle                                                                                                                                                | N/A                 | <b>Occasional</b> |
|                                                        | <b>Climb Step</b> – 17”, 17” & 14” with a grab bar 71-85” high; to climb in/out of the cab of vehicle                                                                            | N/A                 | <b>Occasional</b> |
|                                                        | <b>Bilateral Hand Coordination</b> – low-moderate demand; to use the steering wheel & hand controls                                                                              | N/A                 | <b>Occasional</b> |
|                                                        | <b>Other</b> – operate foot controls                                                                                                                                             | N/A                 | <b>Occasional</b> |
| <b>Operate a Boom Truck</b>                            | <b>Sit</b> – to drive the vehicle                                                                                                                                                | N/A                 | <b>Occasional</b> |
|                                                        | <b>Climb Step</b> – 3 steps; 18”, 14” & 12” with grab bar starting @ 60” high; to climb in/out of cab of vehicle                                                                 | N/A                 | <b>Occasional</b> |
|                                                        | <b>Climb Step</b> – 2 steps; 22” & 12”; to access stationary controls for boom on the back of the truck                                                                          | N/A                 | <b>Occasional</b> |
|                                                        | <b>Bilateral Hand Coordination</b> – low-moderate demand; to use the steering wheel & hand controls                                                                              | N/A                 | <b>Occasional</b> |
|                                                        | <b>Other</b> – operate foot controls                                                                                                                                             | N/A                 | <b>Occasional</b> |

| <b>Job Duty</b>                       | <b>Job Duty Physical Demands/Comments</b>                                                                                                                                                  | <b>Weight/Force</b> | <b>Frequency</b> |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------|
| <b>Operate a Grader</b>               | <b>Sit</b> – to drive the grader                                                                                                                                                           | N/A                 | Continuous       |
|                                       | <b>Rotational Sit</b> – to view surrounding area while driving the grader                                                                                                                  | N/A                 | Occasional       |
|                                       | <b>Vertical Ladder Climb</b> – 4 steps; 24”, 12”, 12” & 10” high with grab bar available at 54” high; to climb in/out of cab of the grader                                                 | N/A                 | Occasional       |
|                                       | <b>Bilateral Hand Control</b> – low-moderate demand; to use the steering wheel & right/left hand controls (4 on each side)                                                                 | N/A                 | Continuous       |
|                                       | <b>Other</b> – operate foot controls                                                                                                                                                       | N/A                 | Continuous       |
|                                       | <b>Floor – Knuckle Lift</b> – 2-person lift of 200 lbs blade; to change blade on grader                                                                                                    | 100 lbs.            | Occasional       |
| <b>Operate a Tractor (For Mowing)</b> | <b>Sit</b> – to drive the vehicle                                                                                                                                                          | N/A                 | Continuous       |
|                                       | <b>Rotational Sit</b> – to view the surrounding area while driving the tractor                                                                                                             | N/A                 | Frequent         |
|                                       | <b>Climb Step</b> – 3 steps; 23”, 9”, & 12” high with a grab bar starting at 52” high; to climb in/out approximately 8-10 times daily                                                      | N/A                 | Occasional       |
|                                       | <b>Bilateral Hand Coordination</b> – low-moderate demand; to use the steering wheel & right-hand controls                                                                                  | N/A                 | Continuous       |
|                                       | <b>Other</b> – operate foot controls                                                                                                                                                       | N/A                 | Continuous       |
| <b>Operate the Bobcat</b>             | <b>Sit</b> – to operate the bobcat                                                                                                                                                         | N/A                 | Occasional       |
|                                       | <b>Step Climb</b> – 2 steps, 17” & 12” high, to climb into and out of the bobcat with a grab bar available at 60” high                                                                     | N/A                 | Occasional       |
|                                       | <b>Bilateral Hand Coordination</b> – low-moderate demand; using hand controls requiring < 5 lbs. push/pull force                                                                           | < 5 lbs.            | Occasional       |
|                                       | <b>Other</b> – operate foot pedals                                                                                                                                                         | N/A                 | Occasional       |
| <b>Operate a Small Asphalt Roller</b> | <b>Sit</b> – to drive the vehicle                                                                                                                                                          | N/A                 | Occasional       |
|                                       | <b>Rotational Sit</b> – to view surrounding area while driving the roller                                                                                                                  | N/A                 | Occasional       |
|                                       | <b>Climb Step</b> – 2 steps; 19” & 14” high; to climb on/off roller                                                                                                                        | N/A                 | Occasional       |
|                                       | <b>Bilateral Hand Coordination</b> – low-moderate demand; to use the steering wheel & bilateral hand controls                                                                              | N/A                 | Occasional       |
| <b>Operate an Asphalt Machine</b>     | <b>Sit/Rotational Sit</b> – on vehicle; to drive the paver from seats on either side                                                                                                       | N/A                 | Continuous       |
|                                       | <b>Walk</b> – to switch from one seat to the other when changing directions/side of the road                                                                                               | N/A                 | Occasional       |
|                                       | <b>Step Climb</b> – 5 steps; heights = 8”, 16”, 13”, 14”, & 12”; the last step requires a 25” deep forward step to get onto the platform                                                   | N/A                 | Occasional       |
|                                       | <b>Bilateral Hand Coordination</b> – low-moderate demand; to operate machinery via hand controls; to turn crank for pavement adjustments                                                   | N/A                 | Continuous       |
|                                       | <b>Stand</b> – on the back of the paving machine; to turn the crank and adjust the pavement thickness                                                                                      | N/A                 | Continuous       |
|                                       | <b>Forward Bend Stand</b> – to monitor for pavement adjustments needed                                                                                                                     | N/A                 | Frequent         |
| <b>Operate a Broom Truck</b>          | <b>Sit</b> – to drive the vehicle                                                                                                                                                          | N/A                 | Frequent         |
|                                       | <b>Rotational Sit</b> – to view surrounding area while driving the vehicle                                                                                                                 | N/A                 | Occasional       |
|                                       | <b>Climb Step</b> – 3 steps; 17”, 10”, & 12” high with a grab bar at 65” high (positioned directly in front of the person, not on the side); to climb in/out approximately 1-2 times daily | N/A                 | Occasional       |
|                                       | <b>Bilateral Hand Coordination</b> – low-moderate demand; to use the steering wheel & right-hand controls                                                                                  | N/A                 | Occasional       |
|                                       | <b>Other</b> – operate foot controls                                                                                                                                                       | N/A                 | Occasional       |
| <b>Drive the Lowboy</b>               | <b>Sit</b> – in vehicle; to drive the lowboy to deliver heavy equipment of various sizes                                                                                                   | N/A                 | Occasional       |
|                                       | <b>Walk</b> – to access the chains & ratchets to hook up or unhook the equipment                                                                                                           | N/A                 | Occasional       |
|                                       | <b>Bilateral Hand Coordination</b> – low-moderate demand; to drive the lowboy truck                                                                                                        | N/A                 | Occasional       |
|                                       | <b>Other</b> – lower extremity uses to operate foot pedals                                                                                                                                 | N/A                 | Occasional       |
|                                       | <b>Step Climb</b> – 3 steps ups onto the back of the lowboy; 20” each                                                                                                                      | N/A                 | Occasional       |
|                                       | <b>Step Climb</b> – 3 steps, 20” 18” & 16” high; to get in/out of cab of truck                                                                                                             | N/A                 | Occasional       |
|                                       | <b>Floor-shoulder Lift</b> – to use the chains & ratchet when loading/unloading equipment, floor to 40” high                                                                               | 35 lbs.             | Occasional       |
|                                       | <b>Push/Pull</b> – 4 tie downs (chains) per piece                                                                                                                                          | 25 lbs.             | Occasional       |

| <b>Job Duty</b>                                  | <b>Job Duty Physical Demands/Comments</b>                                                                                                                   | <b>Weight/Force</b> | <b>Frequency</b>  |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|
| <b>Load &amp; Operate the Paint Supply Truck</b> | <b>Sit</b> – in vehicle                                                                                                                                     | N/A                 | <b>Frequent</b>   |
|                                                  | <b>Climb Step</b> – 3 steps; 20", 18" & 15" high with grab bar at 60" high; to get in/out of cab of truck                                                   | N/A                 | <b>Occasional</b> |
|                                                  | <b>Climb Vertical Ladder</b> – 4 steps; 20", 10" (X3); to get onto back of the truck                                                                        | N/A                 | <b>Occasional</b> |
|                                                  | <b>Bilateral Hand Coordination</b> – low-moderate demand; to use the steering wheel & hand controls (including right hand stick shift)                      | N/A                 | <b>Frequent</b>   |
|                                                  | <b>Climb</b> – 29" step up onto the bead box in the back of the truck                                                                                       | N/A                 | <b>Occasional</b> |
|                                                  | <b>Floor-Knuckle Lift</b> – to use the bead suction hose or paint hose, both stored at 48" high on supply truck                                             | 30 lbs.             | <b>Occasional</b> |
|                                                  | <b>Horizontal Lift</b> – to retrieve the paint tote attachment & cables stored at 30" high to self-select height to apply boom                              | 54 lbs.             | <b>Occasional</b> |
|                                                  | <b>Vertical Push/Pull</b> – at 29" high; to ratchet straps, to hold bead boxes & paint totes onto vehicle                                                   | 60 lbs.             | <b>Occasional</b> |
| <b>Load &amp; Operate the Paint Truck</b>        | <b>Sit (front end/cab)</b> – in vehicle                                                                                                                     | N/A                 | <b>Continuous</b> |
|                                                  | <b>Climb Step</b> – 3 steps; 18", 10" & 10" high with grab bar at 56" high; to get in/out of cab of truck                                                   | N/A                 | <b>Occasional</b> |
|                                                  | <b>Climb Vertical Ladder</b> – 4 steps; 20", 14", 14" & 13" with two grab bars at 62" high; to access filters, check oil daily, to access toolbox if needed | N/A                 | <b>Occasional</b> |
|                                                  | <b>Push/Pull</b> – to open & close valves (8 valves up to 3 times daily) at 20" – 45" high                                                                  | 50 lbs.             | <b>Occasional</b> |
|                                                  | <b>Side Bend Sit (back-end operations)</b> – on vehicle, to view the road/paint line                                                                        | N/A                 | <b>Occasional</b> |
|                                                  | <b>Climb Step</b> – 5 steps; 20", 10" (X3), & 12" high with grab bar at 66" high; to climb in/out of back end of cab                                        | N/A                 | <b>Occasional</b> |
|                                                  | <b>Vertical Ladder</b> – 3 steps; 21", 19" & 9" high to climb on top of paint truck to fill                                                                 | N/A                 | <b>Occasional</b> |
|                                                  | <b>Bilateral hand Coordination</b> – moderate demand; to use steering wheel and multiple hand-controlled switches to operate paint dispersment.             | N/A                 | <b>Frequent</b>   |
|                                                  | <b>Forward Reach</b> – 32" away; to operate the hand controls/switches                                                                                      | N/A                 | <b>Occasional</b> |
|                                                  | <b>Pull</b> – to unroll the water hose to clean paint supply hoses & striper (up to 3 times per day) at 29" high                                            | 50 lbs.             | <b>Occasional</b> |
| <b>Operate a Fork Truck</b>                      | <b>Sit</b> – to drive the vehicle                                                                                                                           | N/A                 | <b>Occasional</b> |
|                                                  | <b>Rotational Sit</b> – to view surrounding area while driving the vehicle                                                                                  | N/A                 | <b>Occasional</b> |
|                                                  | <b>Climb Step</b> – 2 steps; 15" & 12"; to climb on/off of fork truck                                                                                       | N/A                 | <b>Occasional</b> |
|                                                  | <b>Bilateral Hand Coordination</b> – low-moderate demand; to use the steering wheel & hand controls                                                         | N/A                 | <b>Occasional</b> |
|                                                  | <b>Other</b> – operate foot controls                                                                                                                        | N/A                 | <b>Occasional</b> |
|                                                  | <b>Knuckle – Shoulder Lift</b> – to change propane tank at 48" high                                                                                         | 70 lbs.             | <b>Occasional</b> |

\_\_\_\_\_  
Signature of Employee                      Date

\_\_\_\_\_  
Signature of Personnel Official                      Date

\_\_\_\_\_  
Signature of Supervisor                      Date

\_\_\_\_\_  
Signature of Agency Head or  
Appointing Authority                      Date