

Essential Function – Physical Demand Assessment

*Position Administrative Services Assistant I, II, III, Administrative Services Manager, General Manager*

<p>The activities are considered basic job duties that an employee must be able to perform, with or without reasonable accommodation.</p>					
	Weight	Start Lift	End Lift	Action	Essential
<p><b>Sitting up to 9 hours/day with intermittent sit to stand plus 30 min lunch</b></p>	-	-	-	manual	x
<p><b>Answer phones with headset option Constant 9 hours</b></p>	-	-	-	manual	x
<p><b>Interaction with public intermittent 9 hours</b></p>	-	-	-	manual	x
<p><b>Climb step ladder to manage binders</b></p>	-	-	-	manual	x
<p><b>Climbing stairs 1 flight 2-3 times/year</b></p>	-	-	-	manual	x
<p><b>Retrieve or deliver store files</b></p>	≤ 5 lbs.	0	60"	Lift	x
<p><b>Handling plans and specifications</b></p>	20 lbs.	0	36"	Lift	x
<p><b>Buy, transport and deliver a case of bottled water</b></p>	38 lbs.	0	36"	Lift	x
<p><b>Manage a case of copy paper and meeting supplies</b></p>	≤ 50 lbs.	0	36"	Lift	x

**PD-100**

<b>Action</b>	<b>Force</b>	<b>Start</b>	<b>End</b>	<b>Frequency</b>
<b>Lift</b>	50 lbs.	0	36"	2
<b>Lift</b>	30 lbs.	0	36"	2
<b>Lift</b>	20 lbs.	0	36"	2