

## Job Description Supplement Code Definitions

PHYSICAL ACTIVITY: Physical activities with or without accommodations for disabilities for this position.  
Percentage

- A. **Sitting:** Resting with the body supported by the buttocks or thighs.
- B. **Standing:** Assuming an upright position on the feet particularly for sustained periods of time.
- C. **Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
- D. **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
- E. **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
- F. **Bending:** Lowering the body forward from the waist.
- G. **Stooping:** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
- H. **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- I. **Crouching:** Bending the body downward and forward by bending leg and spine.
- J. **Crawling:** Moving about on hands and knees or hands and feet.
- K. **Twisting:** Moving body from the waist using a turning motion.
- L. **Reaching:** Extending hand(s) and arm(s) in any direction.
- M. **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 100 pounds of force.
- N. **Pulling:** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
- O. **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 100 pounds of force.
- P. **Finger Dexterity:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- Q. **Grasping:** Applying pressure to an object with the fingers and palm.
- R. **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- S. **Repetitive Motions:** Substantial and continuous movements of the wrists, hands, and/or fingers.
- T. **Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

- U. Hearing Acuity: The ability of perceive speech and other environmental sounds at normal loudness levels.
  - V. Visual Acuity: The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.
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WORKING CONDITIONS: Conditions the worker will be subject to in this position with or without accommodations for disabilities.

- A. Outdoors: The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
  - B. Indoors: The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
  - C. Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.
  - D. Cold: The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
  - E. Heat: The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
  - F. Noise: The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
  - G. Vibration: The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
  - H. Hazards: The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
  - I. Atmospheric Conditions: The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
  - J. Oils: The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
  - K. Respirator: The worker is required to wear a respirator.
  - L. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
  - M. Other: (such as, The worker may be subject to aggressive behavior from students.)
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MACHINES, TOOLS AND EQUIPMENT: Machines, tools, equipment, electronic devices, vehicles, etc. used in this position.

- A. Telephone
- B. Two-way Radio
- C. Audio-Visual Equipment
- D. Computer
- E. Computer Peripherals
- F. Fax Machine
- G. Copy Machines
- H. Calculator
- I. Laboratory Equipment
- J. Physical Fitness/Therapy Devices
- K. Protective Aprons and/or Gloves
- L. Safety Glasses/Goggles
- M. Back Brace and/or Safety Belt
- N. Cleaning Tools (e.g., mop, broom, vacuum)
- O. School Bus, Large Truck, or Van
- P. Automobile
- Q. Commercial Food Preparation Equipment
- R. Standard Hand and Power Tools
- S. Large Motorized Vehicles (e.g., fork lift, grader, tractor)
- T. Personal Safety Devices (e.g., hard-toed shoes and/or protective eye wear)
- U. Electronic Testing Devices
- V. Other