Return-to-Work Program Sample Job Description

|  |  |
| --- | --- |
| **Job Title:** |  |
| **Department:** |  |
| **Supervisor Title:** |  |
| **Date:** |  |
| **Purpose of Job:** |  |
| **Education and Work Experience:** |  |
| **Skill Requirements:** |  |
| **Essential Functions:** |  |

**Physical Requirements:**

Percentage of time per day: Sitting Standing Walking Indicate **C**, **F**, or **O** in front of each item below:

(**C**ontinuously = 67–100% of workday; **F**requently = 34–66% of workday; and **O**ccasionally = 1–33% of workday.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | | **Environmental Conditions** | | **Dexterity** | |
|  | Bend |  | Vibration |  | Eye/hand coordination |
|  | Stoop |  | Noise |  | Feet (foot pedals) |
|  | Kneel |  | Extreme Heat |  | Fingering (picking, pinching) |
|  | Crawl |  | Extreme Cold |  | Handling (holding, grasping) |
|  | Climb stairs |  | Wet/humid |  |  |
|  | Climb ladders |  | Moving parts | **Weight Lifting/Carrying** | |
|  | Driving |  | Chemicals |  | 0-10 lbs. (Sedentary) |
|  | Twisting |  | Electricity |  | 11-25 lbs. (Light) |
|  | Reach above shoulder |  | Radiation |  | 26-50 lbs. (Medium) |
|  | Reach below shoulder |  |  |  | 51-74 lbs. (Heavy) |
|  | Work at low position |  |  |  | 75-100 lbs. (Heavy) |
|  | Push/pull |  |  |  |  |
|  | Work on elevated surfaces |  |  |  |  |
|  | Wrist motion (repetitive, flex) |  |  |  |  |

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