

PHYSICAL AND MENTAL ABILITIES FORM

INSTRUCTIONS: This form provides a detailed description of both the physical and mental abilities required to perform a particular job. The purpose of the form is to provide this description to medical staff as part of their assessment of an individual with a condition, impairment, or disability. Information about the job from this form assists in determining whether an employee with a condition, impairment or disability can return to work with or without a reasonable accommodation. This form is to be completed as part of the Essential Functions Position Analysis for all jobs.

Below is a list of activities and other characteristics of the job class. First consider the frequency with which the activity is performed and mark the appropriate box. If the activity is never performed, check the 'Never' box and continue to the next item. Next, refer to your task list from the job analysis.* For activities that are performed, specify the frequency and provide the number of 3-4 tasks that best exemplify the listed activities.

Employee Last Name:	Employee First Name:	Claim No.:
Employer Name:		Job address:
Job Class: Senior Utility Buyer		Class Code:

1. Check the frequency of activity required of the employee to perform the job.

ACTIVITY (Hours per day)	NEVER 0 HOURS	OCCASIONALLY UP TO 3 HOURS	FREQUENTLY 3-6 HOURS	CONSTANTLY 6-8+ hours	Task #
Sitting				X	1,2,4,5,6
Walking		X			1,2,4,5,6
Standing		X			1,2,4,5,6
Bending (neck)			X		1,2,4,5,6
Bending (waist)		X			1,2,4,5,6
Squatting		X			1,2,4,5,6
Climbing	X				1,2,4,5,6
Kneeling	X				1,2,4,5,6
Crawling	X				1,2,4,5,6
Twisting (neck)			X		1,2,4,5,6
Twisting (waist)	X				1,2,4,5,6
Hand Use: Dominant hand: Right Left					1,2,4,5,6
Is repetitive use of hand				X	1,2,4,5,6
Simple Grasping (right hand)		X			1,2,4,5,6
Simple Grasping (left hand)					1,2,4,5,6
Power Grasping (right hand)	X				1,2,4,5,6
Power Grasping left hand)					1,2,4,5,6
Fine Manipulation (right hand)		X			1,2,4,5,6
Fine Manipulation (left hand)					1,2,4,5,6
Pushing & Pulling (right hand)		X			1,2,4,5,6
Pushing & Pulling (left hand)					1,2,4,5,6
Reaching (above shoulder level)	X				1,2,4,5,6
Reaching (below shoulder level)		X			1,2,4,5,6
Keyboarding with both hands				X	1,2,4,5,6

2. Please indicate the daily Lifting and Carrying requirements of the job: Indicate the height the object is lifted from floor, table or overhead location and the distance the object is carried.

	LIFTING					
	Never 0hrs	Occasionally Up to 3 hrs	Frequently 3-6 hrs	Constantly 6-8 hrs	Height	Task #
0 - 10 lbs .		X				1,2,4,5,6
11 - 25 lbs.	X					
26 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100+ lbs.	X					

	CARRYING					
	Never 0hrs	Occasionally Up to 3 hrs	Frequently 3-6 hrs	Constantly 6-8 hrs	Distance	Task #
0 - 10 lbs .		X				1,2,4,5,6
11 - 25 lbs.	X					
26 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100+ lbs.	X					

Describe the heaviest item required to carry and the distance to be carried:
Contract files (100 feet – around the office)

3. Please indicate if your job requires:

	YES	NO	(IF YES, PLEASE BRIEFLY DESCRIBE)
a. Driving cars, trucks, forklifts and other equipment?	X		Occasional job walks & meetings requiring City vehicles
b. Working around equipment and machinery?		X	
c. Walking on uneven ground?	X		Job walks (up to twice a year)
d. Exposure to excessive noise?	X		Job walks (up to twice a year)
e. Exposure to extremes in temperature, humidity or wetness?		X	
f. Exposure to dust, gas, fumes, or chemicals?		X	
g. Working at heights?		X	
h. Operation of foot controls or repetitive foot movement?	X		Occasional job walks & meetings requiring City vehicles
i. Use of special visual or auditory protective equipment?	X		Job walks (up to twice a year)
j. Working with bio-hazards such as: blood borne pathogens, sewage, hospital waste, etc.?		X	

4. List moving vehicles and heavy duty machinery and equipment

LIST	NEVER 0 HOURS	OCCASIONALLY UP TO 3 HOURS	FREQUENTLY 3-6 HOURS	CONSTANTLY 6-8+ hours
City Vehicles (up to twice a year)		X		

5. Please check the frequency of the activity required of the employee to perform the job.

MENTAL ACTIVITY (Hours per day)	NEVER 0 HOURS	OCCASIONALLY UP TO 3 HOURS	FREQUENTLY 3-6 HOURS	CONSTANTLY 6-8+ hours	Task #
Interacting with people beyond giving and receiving instructions.			X		1,2,4,5,6
Completing multiple tasks with various deadlines.				X	1,2,4,5,6
Organizing, directing, planning, or coordinating activities.			X		1,2,4,5,6
Interpreting and comprehending complex documents.			X		1,2,4,5,6
Making decisions based on measurable and verifiable data.			X		1,2,4,5,6
Performing precision work according to set standards/procedures.			X		1,2,4,5,6
Performing under stress in emergency, critical or dangerous situations.		X			8
Other					