

PHYSICAL AND MENTAL ACTIVITY FORM 10/30/07

Job Class	MAINTENANCE AND CONSTRUCTION HELPER
Class Code	3115

Instructions: Below is a list of activities and other characteristics of the job class. First indicate the frequency with which the task is performed – never, monthly, weekly, up to one hour/day, or more than one hour/day. Next, indicate the task numbers of the best examples of tasks for which the listed activities are required. (Note: Essential functions are denoted by bold task numbers.)

1. PHYSICAL ABILITIES						
A. Muscular Strength – exerting muscular force against objects or to move one’s own body						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #/Essential Functions
Pushing/Pulling					X	8
Lifting – from floor Item Lifted: Jackhammer Weight: 60-90 lbs					X	1, 3, 5, 8
Item Lifted: Sledgehammer Weight: 10-40 lbs					X	1, 3, 5, 8
Lifting – from truck Item Lifted: Jackhammer Weight: 60-90 lbs					X	5, 7, 8
Item Lifted: Building materials Weight: 60 lbs					X	5, 7, 8
Carrying Item Carried: Tools Weight: 40-60 lbs					X	4, 5
Item Carried: Building materials Weight: 70 lbs					X	10
B. Muscular Endurance – continuous muscular exertion for more than two minutes; resistance to muscular fatigue						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #/Essential Functions
List Activity: Use of power-tool					X	1, 2, 4
C. Anaerobic Capacity – exertion of maximum physical effort for 5 to 90 seconds						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #/Essential Functions
List Activity: Climbing ladders/scaffolding					X	8
Other Activity: Digging					X	2

D. Cardiovascular Endurance – sustaining physical effort for more than 5 minutes that results in increases in breathing and heart rate						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #/Essential Functions
List Activity: Climbing, digging, drilling, raking, pavement breaking					X	1, 2
E. Flexibility – bending, stretching, and or twisting the body, arms, or legs						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #/Essential Functions
Twisting Back					X	2
Reaching Above Shoulder					X	8
Reaching Below Shoulder					X	4, 7, 8, 11
Bending Neck					X	1, 2, 4
Bending Wrist					X	1, 2, 7
Bending Waist					X	1
Bending Knees					X	1, 2, 8
F. Balance – maintaining the body in a stable position						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #/Essential Functions
Walking on uneven surfaces					X	1, 2, 11
Climbing equipment (e.g., ladder, pole, scaffolding)					X	8
G. Coordination – precision in sequencing and/or simultaneous movement of the arms, hands, legs, feet, and/or the entire body						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #/Essential Functions
Crawling				X		2
Walking					X	5
Grasping					X	1, 8
Fine Manipulation of Hands (e.g., writing, typing, assembly, tool use)					X	
Operation of Foot Pedals					X	4, 9

H. Minimal Body Movement						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #/Essential Functions
Sitting					X	4, 9
Standing					X	2, 11

2. WORKING CONDITIONS/WORK ENVIRONMENT						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hour/day	Task #/Essential Functions
Unpleasant Environment						
Noise levels over 70 decibels (equal to busy street traffic)					X	1, 2
Exposure to extremes in temperature						
Working in areas with limited ventilation						
Health Risk						
Exposure to chemicals, dust, and/or fumes					X	1, 2
Exposure to bio-hazards (blood-borne pathogens, sewage, hospital waste)						
Exposure to radiation, lead, radon, asbestos, EMF or other carcinogens						
Accident Risk						
Close working proximity to hazardous equipment and machinery					X	1, 2, 4
Working at heights over 6 feet from the ground						

3. COGNITIVE/ INTERPERSONAL/PSYCHOLOGICAL STRESSORS						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hour/day	Task #s
Cognitive						
Performing tasks requiring intense concentration				X		1, 4, 11
Performing repetitive tasks					X	1, 2, 4
Sustaining attention despite interruptions				X		11
Shifting attention from one issue to another based on priorities				X		4
Performing tasks requiring significant independent judgment, or with minimal supervision		X				2
Making complex decisions while considering several factors		X				
Performing tasks with deadlines					X	Most tasks
Paying attention to detail					X	1, 2
Interpersonal						
Performing tasks as part of a team, where members rely on each other					X	2, 4, 8
Performing tasks for general public in service-related position					X	2, 11
Performing tasks that elicit negative responses from the public		X				11
Psychological Stressors						
Working in area/conditions where risk to own safety or others is high					X	Most tasks
Performing tasks that can be emotionally disturbing	X					
Using/exposure to weapons	X					
Working in areas with limited space (Confined spaces)					X	

4. SENSES/SPEECH			
	No	Yes	Task #s
Hearing			
Hearing Acuity		X	4, 8, 11
Understanding speech in presence of noise		X	4, 8, 11
Localizing sound		X	4, 11
Vision			
Visual Acuity		X	Most tasks
Depth Perception	X		
Color vision –accurately and quickly naming colors	X		
Touch			
Performing tasks that require sense of touch		X	Most tasks
Smell			
Performing tasks that require sense of smell	X		
Speaking			
Speaking clearly enough to be understood		X	11
Using public address system, phone, radio		X	11

5. MOVING VEHICLES/HEAVY DUTY MACHINERY AND EQUIPMENT LIST:	
	Task #s
Bob Cats/Skip loaders	4, 9
Dump Truck	4, 9
Fork Lift	4, 9
Utility Truck	4, 9