

PHYSICAL AND MENTAL ACTIVITY FORM 10/30/07

Job Class:	Civil Engineering Drafting Technician
Class Code:	7232

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 3-4 examples of tasks for which the listed activities are required.

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 #s
Pushing/Pulling		X				1, 2, 8
Lifting – from floor Item Lifted: Plotting Paper Weight: 15-20lbs.		X (2x)				1, 2, 5
Item Lifted: Printer Paper Box Weight: 30-40lbs.		X (2x)				1, 2, 10
Item Lifted: Reference manuals Weight: 20-50lbs.		X				1, 3, 10
Carrying Item Carried: Rolls of Drawings Weight: 2lbs.			X (3x)			1, 2, 8, 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 #s
List Activity:	X					
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 #s
List Activity:	X					

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 #s
List Activity:	X					
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 #s
Twisting Back	X					
Reaching Above Shoulder		X (1-6 Per yr.)				1, 2, 3, 10
Reaching Below Shoulder				X		Most tasks
Bending Neck				X		1,2,6
Bending Wrist					X	Most tasks
Bending Waist				X		3, 4
Bending Knees					X	Most tasks Mostly when looking up information
F. Balance – maintaining the body in a stable position						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Walking on uneven surfaces			X			8
Climbing equipment (e.g., ladder, pole, scaffolding)		X (2-3 per yr. DWP)				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 #s
Crawling	X					
Walking					X	Most tasks
Grasping	X					
Fine Manipulation of Hands (e.g., writing, typing, assembly, tool use)					X	Most tasks
Operation of Foot Pedals	X					

H. Minimal Body Movement						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Sitting					X	Most Tasks
Standing					X	1, 8, 9,10

2. WORKING CONDITIONS/WORK ENVIRONMENT						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hour/day	Task #s
Unpleasant Environment						
Noise levels over 70 decibels (equal to busy street traffic)			X			8
Exposure to extremes in temperature			X			8
Working in areas with limited ventilation		X (1-3 per yr.)				8
Health Risk						
Exposure to chemicals, dust, and/or fumes			X			8
Exposure to bio-hazards (blood-borne pathogens, sewage, hospital waste)	X					
Exposure to radiation, lead, radon, asbestos, EMF or other carcinogens	X					
Accident Risk						
Close working proximity to hazardous equipment and machinery			X			8
Working at heights over 6 feet from the ground		X				8

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	Most tasks
Performing repetitive tasks					X	2, 4, 5, 7, 6
Sustaining attention despite interruptions					X	4, 6, 7, 10
Shifting attention from one issue to another based on priorities			X			3, 4, 6, 10, 7
Performing tasks requiring significant independent judgment, or with minimal supervision					X	Most tasks
Making complex decisions while considering several factors	X					
Performing tasks with deadlines		X				5, 6, 7,10
Paying attention to detail					X	Most tasks
Interpersonal						
Performing tasks as part of a team, where members rely on each other		X (3-4 per yr.)				3, 5, 6, 7
Performing tasks for general public in service-related position			X			10
Performing tasks that elicit negative responses from the public		X				8
Psychological Stressors						
Working in area/conditions where risk to own safety or others is high	X					
Performing tasks that can be emotionally disturbing	X					
Using/exposure to weapons	X					
Working in areas with limited space (underground tunnels, crawl spaces, elevators)	X					

4. SENSES/SPEECH			
	No	Yes	Task #s
Hearing			
Hearing Acuity	X		
Understanding speech in presence of noise	X		
Localizing sound	X		
Vision			
Visual Acuity		X	Most tasks
Depth Perception		X	4, 6, 7
Color vision –accurately and quickly naming colors		X	4, 6, 7
Touch			
Performing tasks that require sense of touch		X	4, 6, 7
Smell			
Performing tasks that require sense of smell	X		
Speaking			
Speaking clearly enough to be understood		X	1, 3, 8, 10
Using public address system, phone, radio		X	1, 3, 10

5. MOVING VEHICLES/HEAVY DUTY MACHINERY AND EQUIPMENT			
LIST:			
	No	Yes	Task #s
Reg. Car		X	8