

**PHYSICAL AND MENTAL ACTIVITY FORM**

Job Class	<b>PARK MAINTENANCE SUPERVISOR</b>
Class Code	<b>3145</b>

**Instructions:** This form provides a detailed description of both the physical and mental abilities required to perform a particular job classification. The purpose of the form is to provide this description to medical staff as a part of their assessment of an individual with a disability. Information about the job from this form assists in determining whether an applicant or employee with a disability can begin work or return to work with or without a reasonable accommodation. This form is to be completed as part of the job 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 – never, monthly, weekly, up to one hour/day, or more than one hour/day. 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 numbers of 3-4 tasks that best exemplify the listed activities.

<b>1. PHYSICAL ABILITIES</b>						
<b>A. Muscular Strength – exerting muscular force against objects or to move one’s own body</b>						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Pushing/Pulling					X	5, 17
Lifting – from floor Item Lifted: Box Weight: up to 50 lbs				X		17
Item Lifted: Bag Weight: up to 50 lbs				X		17
Lifting – from table Item Lifted: Blueprint Weight: 20 to 40 lbs				X		25
Item Lifted _____ Weight _____						
Carrying Item Carried: Tool Box Weight UP TO				X		5, 17, 25
Item Carried _____ Weight _____						
<b>B. Muscular Endurance – continuous muscular exertion for more than two minutes; resistance to muscular fatigue</b>						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
List Activity: Event setup		X				2, 5, 18

<b>C. Anaerobic Capacity – exertion of maximum physical effort for 5 to 90 seconds</b>						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Climbing stairs				X		5, 8, 17, 18
Other activity:						

<b>D. Cardiovascular Endurance – sustaining physical effort for more than 5 minutes that results in increases in breathing and heart rate</b>						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
List Activity: Hiking				X		18

<b>E. Flexibility – bending, stretching, and or twisting the body, arms, or legs</b>						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Twisting Back				X		5, 17, 18, 33
Reaching Above Shoulder				X		5, 17, 18, 33
Reaching Below Shoulder				X		5, 17, 18, 33
Bending Neck				X		5, 17, 18, 33
Bending Wrist				X		5, 17, 18, 33
Bending Waist				X		5, 17, 18, 33
Bending Knees				X		5, 17, 18, 33

<b>F. Balance – maintaining the body in a stable position</b>						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Walking on uneven surfaces					X	18, 32, 33
Climbing equipment (e.g., ladder, pole, scaffolding)		X				5

<b>G. Coordination – precision in sequencing and/or simultaneous movement of the arms, hands, legs, feet, and/or the entire body</b>						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Crawling	X					
Walking					X	2, 32, 33
Grasping					X	2, 3, 4, 32
Fine Manipulation of Hands (e.g., writing, typing, assembly, tool use)					X	1-23, 25-34
Operation of Foot Pedals					X	28

<b>H. Minimal Body Movement</b>						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Sitting					X	16, 17, 23, 28, 34
Standing					X	5, 8, 12, 30, 34

<b>2. WORKING CONDITIONS/WORK ENVIRONMENT</b>						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hour/day	Task #s
<b>Unpleasant Environment</b>						
Noise levels over 70 decibels (equal to busy street traffic)					X	2, 4, 5
Exposure to extremes in temperature		X				2, 4, 5
Working in areas with limited ventilation	X					
<b>Health Risk</b>						
Exposure to chemicals, dust, and/or fumes					X	28, 32, 33
Exposure to bio-hazards (blood-borne pathogens, sewage, hospital waste)			X			3, 29
Exposure to radiation, lead, radon, asbestos, EMF or other carcinogens		X				2, 29, 33
<b>Accident Risk</b>						
Close working proximity to hazardous equipment and machinery				X		2, 3, 5
Working at heights over 6 feet from the ground	X					

<b>3. COGNITIVE/ INTERPERSONAL/PSYCHOLOGICAL STRESSORS</b>						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hour/day	Task #s
<b>Cognitive</b>						
Performing tasks requiring intense concentration					X	1-3
Performing repetitive tasks					X	1-3
Sustaining attention despite interruptions					X	1-23, 25-34
Shifting attention from one issue to another based on priorities					X	1-23, 25-34
Performing tasks requiring significant independent judgment, or with minimal supervision					X	14, 15
Making complex decisions while considering several factors					X	14, 15
Performing tasks with deadlines					X	1-23, 25-34
Paying attention to detail					X	1-23, 25-34
<b>Interpersonal</b>						
Performing tasks as part of a team, where members rely on each other					X	3, 5, 14
Performing tasks for general public in service-related position					X	8, 34
Performing tasks that elicit negative responses from the public					X	7, 8, 34
<b>Psychological Stressors</b>						
Working in area/conditions where risk to own safety or others is high			X			18, 28, 34
Performing tasks that can be emotionally disturbing			X			7, 14, 15
Using/exposure to weapons		X				5, 28
Working in areas with limited space (underground tunnels, crawl spaces, elevators)	X					

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

<b>5. MOVING VEHICLES/HEAVY DUTY MACHINERY AND EQUIPMENT</b>			
<b>LIST:</b>			
	No	Yes	Task #s
Vehicle		X	28