



## Job Description

Form HR01  
October 2025

### Section 1 – Position Data

Position Number:	Function Job Title:	Salary:
Job Class:	Position Grade:	FLSA Status:
Supervisory Responsibility:	Org:	Date Created/Updated:
Location:		

### Section 2 – Immediate Supervisor of Position

Supervisor's Name:	Supervisor Employee ID No:
Supervisor Position No:	Supervisor Contact Information:

### Section 3 – General Description

Brief Job Summary:

**Section 4 – Essential Job Functions (EJF)**

List in order of importance the essential job functions. Following each EJF, indicate the percentage of time spent. Percentages should be in increments of 5% and not to exceed 100%.

Total Percentage of Time Spent	
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**Section 5 – Minimum Education and Experience Requirements (including Licensure, Certification, and Registration)**

## Section 6 – Knowledge, Skills, and Abilities (Required)

## Section 7 – Environmental or Hazard Demands of Essential Job Functions:

Check all the work site and environmental conditions that apply to this job:

### A. Working

Travel (indicate % of time): \_\_\_\_\_

Indoors

Outdoors

On ladders

With moving vehicles or objects

Around machines with moving parts and objects

Irregular hours

Outdoors

With sharp instruments

With hands in water

With fire, boilers, etc.

Other (specify): \_\_\_\_\_

### B. Exposure to:

Excessive humidity

Dry atmosphere

Constant noise

Silica, asbestos, etc.

Pesticides

Animal blood, bodily fluids, tissue, or wastes

Biological agents

Radiant energy

Cleaning supplies, abrasives, and solvents

Fumes, smoke, or gases

Excessive Heat

Excessive cold

Excessive dampness

Excessive noise

Dust or mites

Grease, oils, and combustibles

Acidic or caustic solutions

Human blood, bodily fluids, tissue or wastes

Biomedical waste

Electrical energy

Vibration

Other (specify): \_\_\_\_\_

**Section 7 – Physical Demands of Essential Job Functions:**

Enter the maximum number of pounds required in the next four blocks:

Lifting:	Carrying:
Pulling:	Pushing:

Checking all the work site and environmental conditions that apply to this job:

Reaching above the shoulder Simply grasping Finger or manual dexterity Standing Crawling Kneeling Climbing stairs Vision Other (specify): _____	Repeated bending Dual simultaneous grasping Sitting Walking Twisting upper body Stooping Climbing ladders Hearing Other (specify): _____
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**Employee Acknowledgment:**

I have reviewed and discussed this job description with my supervisor. I understand the duties, responsibilities, and expectations described herein. I acknowledge that this job description is not intended to be an exhaustive list of all duties and responsibilities and may be revised as needed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For HR Use Only:**

HR Approval : \_\_\_\_\_

Date Approved: \_\_\_\_\_

City Manager/ \_\_\_\_\_  
Asst. City Manager

Date Approved: \_\_\_\_\_