|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  | **Revision Date** |  |
| **Job Family** |  | **Job Level** |  |
| **Position Title** |  | **Grade**  |  |
| **FLSA** |  | **Job Code** |  |
| **Position Summary:** |
|  |
| **Education & Experience:** |
|  |
| **Knowledge, Skills, and Abilities** |
|  |
| **Required Licenses/Certifications:** |
|  |
| **Essential Functions:** |
| **%** | **Duty** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Physical Requirements:** | **0-24%** | **25-49%** | **50-74%** | **75-100%** |
| **Seeing** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Hearing** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Standing/Climbing/Mobility** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Lifting/Pulling/Pushing****Pounds:**  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Fingering/Grasping/Feeling** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Travel** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Exposure to Blood borne pathogens** | **Yes** [ ]  | **No** [ ]  |
| **Overtime, nights, weekends, holidays, shift work)** | **Yes** [ ]  | **No** [ ]  |
| **Scope of Job:** |
| Reports to: (title) |
| Supervisor Responsibility: (titles, numbers) |
| Leadership responsibility: (department, team, division) |
| Fiscal responsibility: budget |
| Decision authority: self or others |
| **Additional Comments:** |
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**Disclosure:** This job summary is intended to describe the functions and nature of work performed by the people assigned to this classification. It is not intended to describe all responsibilities, duties, and skills required. Regular, reliable attendance is an essential function and all employees are required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor. Employees may also be required to work in excess of normal working hours as workloads and seasonal activities necessitate.