



## OLD DOMINION UNIVERSITY

Research Foundation

### Position Description

Request date:	PI Name:
Position working title:	Department:

**General Summary:**

Prior to filling the next section, think about the tasks and duties that you expect to be performed in this position.

1. State the **most important** duty first and finish with the **least important** duty of the position.
2. Calculate the percentage that each task/duty may require. Be sure these percentages total 100%
3. Include all tasks, duties and functions that you expect to be performed **except** those that occupy 2% or less time, unless you consider them very important.
4. Indicate whether each task is Essential (E) or Marginal (M). Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. They are the tasks fundamental, critical, primary and necessary. Supervisors are required to determine what functions are performed in the job and which, if eliminated, would fundamentally alter the nature of the job.

% of Total Working Time	Essential (E) Marginal(M)	Work Tasks and/or Duties
%		
%		
%		
%		
%		
%		
%		
%		
%		

100%

Other duties as assigned.

List what you consider to be the **required minimum qualifications** for entry into this position:

- a. Education and/or training:
- b. Level and type of experience:
- c. Specific knowledge, skills, and abilities?
- d. Other:

List what you consider to be the **Preferred qualifications** for this position:

- a. What knowledge, skills, and abilities should a new employee bring to this position?
- b. Special licenses, registration or certification:
- c. Education or training (cite major area of study):
- d. Education or training (cite major area of study):
- e. Level and type of experience:

**Complexity of Duties** (degree of variability of duties, extent of available procedures, and extent of own planning they must do):

**Independent Judgment and Decision Making** (level of supervision provided, examples of where person has discretion and exercises independent judgment in decisions):

**Does the Position supervise others?** How many? Who? (ex. 3 students, 1 GRA, 1 technician)

## POSITION PHYSICAL REQUIREMENTS WORKSHEET

10. **Instructions:** Click in the applicable form for type of physical demands, degree of physical demands, visual demands, and physical surroundings and hazards. **INDICATE** how often it is done (occasionally (O), frequently (F), or constantly (C) by clicking in appropriate box.

PHYSICAL ACTIVITY – Select all the apply and INDICATE how often it is done.)	
<b>Climbing</b>	Going up or down ladders, stairs, ramps etc. using feet and legs and/or hands and arms. Body agility is emphasized. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Balancing</b>	Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Stooping</b>	Bending the body forward and downward (greater than 20 degrees) spine at waist, requiring full use of lower extremities and back muscles.



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	<input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Kneeling</b>	Bending legs at knee to rest on knee or knees. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Squatting</b>	Bending the legs at the knees with pressure on the feet with buttocks resting on the back of the heels or back of calves. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Crawling</b>	Moving about on hands and knees or hands and feet. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Reaching</b>	Extending the hands and arms in any direction. <input checked="" type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>Standing</b>	Remaining on one's feet in an upright position at a workstation without moving about for sustained periods of time <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Walking</b>	Moving about on foot to accomplish tasks. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Pushing</b>	Using upper arms and shoulders to press against something with steady force in order move objects forward, downward, or outward. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Pulling</b>	Using upper arms and shoulders to exert force to draw, drag, haul or tug objects in a sustained motion. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Fingering</b>	Picking, pinching, typing, keyboarding, or otherwise working primarily with fingers rather than the whole hand or arm. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Grasping</b>	Applying pressure to an object with the fingers and palm. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>Feeling</b>	Perceiving attributes of objects and materials such as size, shape, temperature, or texture. <input checked="" type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>Hearing</b>	Ability to receive detailed information through oral communication and to make fine discrimination in sounds such as when making fine adjustments on machined parts. Perceiving the nature of sounds by ear. <input type="radio"/> Occasionally = 0-33% <input checked="" type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>Repetitive motion</b>	Substantial movements of the neck, wrist, hand, foot and/or fingers continuously. <input type="radio"/> Occasionally = 0-33% <input checked="" type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Activities in which they must convey detailed or important spoken instructions to others accurately, loudly or quickly.



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	<input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>11. DEGREE OF PHYSICAL ACTIVITY - Select the activity that is most representative of the duties performed in this job.</b>	
<b>Sedentary Work:</b>	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>Light Work:</b>	Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>Medium Work:</b>	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>Heavy Work:</b>	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>Very Heavy Work:</b>	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>12. VISUAL DEMANDS - Select the type of activity that is most representative of the duties performed in this job.</b>	
<b>Clerical, administrative, Machine operators (including inspection)</b>	This a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly, or fabrication of parts at distances close to the eyes. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>Mechanics, Skilled tradespeople, Machine operators (without inspection)</b>	This is a minimum standard for use with those whose work deals with machines such as lathes, drill presses, power saws, and mills, where the seeing job is at or within arm's reach. (If the machine operator also inspects, use the "A" standard.) <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input type="radio"/> Not Applicable
<b>Mobil Equipment operators:</b>	This is a minimum standard for use with those who operate cars, trucks, forklifts, and high lift equipment. <input type="radio"/> Occasionally = 0-33% <input type="radio"/> Frequently = 34-66% <input type="radio"/> Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
<b>HAZZARDS - Check all that apply:</b>	
<input type="checkbox"/> The worker is subject to extreme cold (temperature below 32 degrees) for periods of more than one hour. <input type="checkbox"/> The worker is subject to extreme heat (temperatures above 90 degrees) for periods of more than one hour. <input type="checkbox"/> The worker is subject to outside environmental conditions: Activities occur indoors and outdoors <input type="checkbox"/> Noise (must shout to be heard) <input type="checkbox"/> Vibration (exposure to oscillating movements of the extremities or the whole body) <input type="checkbox"/> Exposure to dust/gas/fumes/steam/chemicals	



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- ☐ Walking on uneven ground (gravel, rocks, mounds)
- ☐ Working around machinery
- ☐ Potential exposure to infectious diseases, blood, or other bodily fluids
- ☐ Exposure to pesticides
- ☐ Works with or exposed to materials like gasoline, solvents, and explosive chemicals
- ☐ Exposure to gases like acetylene, propane, carbon monoxide and helium
- ☐ Respiratory/skin exposure to liquids, oils and cutting fluids that are used in operating machinery or needed in the performance of duties. Includes exposure to cleaning products, paints, acids, solvents
- ☐ Radiation, including ionizing, Ono-ionizing (EMFs, microwaves, radio waves, etc.)
- ☐ Working from heights, including ladders, scaffolds, roofs, or any raised work areas
- ☐ Animal handling
- ☐ High voltage
- ☐ Unguarded machinery and or moving parts that a worker can accidentally touch and other related hazards (lockout/tagout, boiler safety, forklifts, etc.)

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Research Foundation Use ONLY**

**Payroll Title:** \_\_\_\_\_ **Job ID:** \_\_\_\_\_

**FLSA Status:** \_\_\_\_\_ **Pay Band:** \_\_\_\_\_

**HR:** \_\_\_\_\_

S:/HR/Job Descriptions/Position Description Form