



DAS HR Consulting, LLC

Your HR Experts

JOB TITLE: _____
JOB CODE: _____
HOURS OR
SCHEDULE: _____
REPORTS
TO: _____

STATUS: FLSA/Exempt
DATE: _____
RATE OF PAY: _____
REVISION _____
DATE: _____

Position Summary - General Summary of position including to whom the position reports and which department the position reports to.

Principal Accountabilities - This position requires daily, weekly and monthly responsibilities that must be completed in a timely manner.

Detailed Accountabilities - Examples: Monitors day-to-day operational activities and, in cooperation with the Manager, ensures all organizational needs are being met effectively and timely. Screens issues and holds regular operations meeting with staff of all levels throughout the company. Supervises all departments within the Company and is given updates of pending issues.

Education, Experience, and Job Requirements - This position requires at least the following minimum requirements:

Example: Must have Bachelors Degree or the equivalent years of experience plus 10 years of Operations/supervisory experience. Must have knowledge of all company policies and procedures. Must be able to work on a timetable, follow instructions, responds to management direction and solicits feedback to improve performance.

Typical Physical and Mental Demands -

Example: The position requires long hours, handle conflicts, and make decisions under pressure. While performing the duties of this job, the employee must stand, walk, use hands and fingers to, handle, feel or operate tools or controls; and reach with hands and arms. The employee must lift up to 50 pounds, sit, climb or balance, stoop, kneel, crouch, crawl, talk, hear and smell. The employee must have specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus.

Physical Requirements & Working Conditions	<i>Amount of Time</i>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Physical Activities:				
Stand				
Walk				
Sit				
Use hands and fingers, handle, or feel				
Reach with hands and arms				
Climb or balance				
Stoop, kneel, crouch, or crawl				
Talk				
Hear				
Taste				
Smell				

Work Environment	<i>Amount of Time</i>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)				
Work near moving mechanical parts				
Work in high, precarious places				
Fumes or airborne particles				
Toxic or caustic chemicals				
Outdoor weather conditions				
Extreme cold (non-weather)				
Extreme heat (non-weather)				
Electricity				
Work with explosives				
Radiation				
Vibration				

Weight and Force Demands:	<i>Amount of Time</i>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				
Up to 75 pounds				
Up to 100 pounds				
Over 100 pounds				

<i>Mental Functions</i>	<i>Amount of Time</i>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				
Analyze				
Communicate				
Copy				
Coordinate				
Instruct				
Compute				
Synthesize				
Evaluate				
Interpersonal Skills				
Compile				

<i>Vision Demands:</i>	<i>Required</i>
No special vision requirements	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth Perception	
Ability to Focus	

<i>Noise Level</i>	<i>Required</i>
Very quiet	
Quiet	
Moderate	
Loud	
Very loud	

The information in this document is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the work. [Company Name], reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and Company Name continues to maintain its status as an at-will employer.

I hereby acknowledge that I have read and understood the above duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description. Also, I understand the physical demands, work environment factors, and mental functions of this job.

I, _____
EMPLOYEE NAME (printed)

can fulfill the essential functions of this position as described in this job description. I understand that if I need any essential functions, accommodations, I can request those and enter into the “interactive process” with a Human Resources Professional.

EMPLOYEE SIGNATURE
Cc: Employee Personnel File

DATE

COMPANY REPRESENTATIVE Name (printed)

COMPANY REPRESENTATIVE SIGNATURE

DATE