

LAKE LAND COLLEGE JOB DESCRIPTION

POSITION TITLE:

DEPARTMENT:

SUPERVISOR:

JOB SUMMARY:

DESCRIPTION OF ESSENTIAL FUNCTIONS:

SPECIFIC FUNCTIONAL JOB REQUIREMENTS:

Education:

Experience:

Knowledge
and Skills:

Personal:

Physical:

Other:

MACHINES AND EQUIPMENT USED:

GENERAL EMPLOYMENT STATEMENTS:

A. Length of Training and Probationary Period:

B. Hours of Work Week:

C. Group Affiliation:

D. Conditions of Employment:

E. Position:

F. Source of Funding:

Adopted:

JOB DEMANDS

JOB TITLE:

DEPT:

Please enter an "X" below to indicate the applicable demands of the job using the following definitions:

Some = 1-3 hours/day

Frequently = 4-6 hours/day

Very Frequently = 7+ hours/day

Physical Demand	None	Some	Freq	Very Freq		Physical Requirements
Standing						Manual Dexterity (Hand/Eye Coord)
Walking						Hear Alarms/Telephone/Tape Recorder
Sitting						Finger Dexterity
Climbing						Color Vision
Bending						Visual Acuity - Far Acuity-Near
Stooping/Kneeling						Depth Perception
Crawling						Gloves
Repetitive Motions:						Use of Respiratory Protection
• Hand-wrist						
• Elbow						Hazards/Exposure to:
Lifting:						Toxic/Caustic Chemicals or Detergents
• 0-25 lbs						Extreme Conditions (Hot/Cold)
• 26-50 lbs						Dust
• 51-75 lbs						Moving Mechanical Parts
• 76-100 lbs						Potential Electrical Shock
• 100+ lbs						X-Ray
Carrying:						Electro Magnetic Energy (Laser)
• 0-25 lbs						High Pitched/Loud Noises
• 26-50 lbs						Communicable Diseases
• 50+ lbs						Blood Borne Pathogens:
Pushing/Pulling:						• Type: Body fluids
• 0-25 lbs						• % of Time: 80% +
• 26-50 lbs						Gaseous Risk
• 51-75 lbs						TB
• 76-100 lbs						Mental
• 100+ lbs						Manage Stress Appropriately
Complete the next column by placing an "x" beside the appropriate item.						Handle Multiple Priorities
						Make Decisions Under Pressure
						Work Alone
						Manage Anger/Fear/ Hostility/ Violence Appropriately
						Work in Areas That Are Confined or Crowded