**Position Description** (Insert here)

**JOB TITLE:** (Insert here)

**DEPARTMENT:** (Insert here)

**REPORTS TO:**  (Insert here)

**FLSA STATUS:** Exempt  or Non-exempt

**BENEFITS:** i.e., Full-time comprehensive benefit eligible, Part-time benefits, not benefit eligible

**Job Summary**:

(Insert here)

**Major Primary Responsibilities:** (Which responsibilities(ies) are considered the major roles of this position)

**Essential Functions & Responsibilities:**

(Insert here in bullet format)

**Line of Report:**

Who (title) does he/she report to and which position(s) report to this person.

(Insert here)

**Essential or Non-essential Employee:**

*This status determines for the identification, treatment of time, and use of “Essential Personnel” during campus emergencies, including those that dictate suspension of services and/or closure of operations, i.e. inclement weather. During an emergency, Essential Personnel are required to be on campus in order to provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College’s properties.*

This is an Essential employee role

This is a Non-essential employee role

**Education, Training, & Experience:**

*I.E., Degree, no degree, years of experience in field required/preferred to perform this job.*

(Insert here)

**Physical Demands and Environmental Conditions Required of this Position**

*Please check the box that appropriately applies to this position for ADA purposes.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL DEMANDS** | **NEVER**  0 Hours | **OCASSIONALLY**  Up to 3 Hours | **FREQUENTLY**  3-6 Hours | **CONSTANTLY**  6-8 Hours |
| **Lifting**  *To exert strength to move objects from one place to another.*   * Sedentary-Lifting 0 to 10 pounds |  |  |  |  |
| * Light-Lifting 10 to 20 pounds |  |  |  |  |
| * Moderate-Lifting 20 to 50 pounds |  |  |  |  |
| * Heavy-Lifting 50 to 100 pounds |  |  |  |  |
| **Pulling**  *To exert force upon an object to move or change its direction.* |  |  |  |  |
| **Pushing**  *To draw an object toward oneself to move or change its direction.* |  |  |  |  |
| **Carrying**  *To hold objects while moving entire body.* |  |  |  |  |
| **Reaching or working above shoulder**  *To extend arms upward or outward away from body.* |  |  |  |  |
| **Walking**  *To move entire body in erect position.* |  |  |  |  |
| **Standing**  *To maintain body in erect posture in stationary position.* |  |  |  |  |
| **Sitting**  *To rest weight on buttocks and back of thighs with legs bent at knees.* |  |  |  |  |
| **Crouching/Stooping**  *To bend upper body forward while fully flexing knees.* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL DEMANDS** | **NEVER**  0 Hours | **OCASSIONALLY**  Up to 3 Hours | **FREQUENTLY**  3-6 Hours | **CONSTANTLY**  6-8 Hours |
| **Kneeling**  *To maintain upper body in erect position while resting knees on ground.* |  |  |  |  |
| **Climbing**  *To ascend or descend heights using ladders, scaffolding, stairs, poles, inclined surfaces.* |  |  |  |  |
| **Twisting**  *To rotate upper body while feet remain stationary.* |  |  |  |  |
| **\*Driving**  *Operating a motor vehicle, crane, tractor, multiple passenger van, truck,*  *forklift, etc. Specify\_\_\_\_\_\_\_\_\_* |  |  |  |  |
| **Exposure Limitation**  *i.e. Cold weather, dust, gas, fumes, etc.* Specify\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| **Other:** |  |  |  |  |

***\** If driving is a job requirement, please re-confirm that the annual certification/verification of DMV records has been completed. Please forward all documentation to the Office of Human Resources.**

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the duties, responsibilities, physical demands,*

(Print Name)

*and prescribed work environment of this position and fully understand and accept this role as an employee of Haverford College.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature Date*