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| **General Information** | | | | | | | | | | | | | | |
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|  | Position Title: | | | | |  | | | | | | | |  |
|  |  | | | | |  |  | |  |  | | |  |  |
|  | Division: | | | | |  | | |  | Created/Updated On: | | |  |  |
|  |  | | | | |  |  | |  |  | | |  |  |
|  | Department: | | | | |  | | |  | Position ID: | | |  |  |
|  |  | | | | |  |  | |  |  | | |  |  |
|  | Supervisor Name: | | | | |  | | |  | Supervisor Position ID: | | |  |  |
|  |  | | | | |  |  | |  |  | | |  |  |
|  | Staff Manager\*: | | | | | Yes | |  | | # of Staff position reporting to this one: | | | |  |
|  |  | | | | | No | |  | |  |  | Direct Reports | |  |
|  |  | | | | |  | |  | |  |  | Total in Reporting Hierarchy | |  |
|  |  | | | | |  |  | |  |  | | |  |  |
|  | *\* Administrative staff manager responsible for making decisions for hiring, terminations, pay adjustments, promotions and training of direct reports as well as performing other supervisory duties. This is NOT a Functional Supervisor. It also does not include supervision of temps, students and post docs.* | | | | | | | | | | | | |  |
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| **For Compensation Use Only** | | | | | | | | | | | | | | |
|  |  | | | | |  | | |  |  | | |  |  |
|  | Job Title: | | | | |  | | |  | Job Code: | | |  |  |
|  |  | | | | |  |  | |  |  | | |  |  |
|  | Job Family: | | | | |  | | |  | Career Stream Level: | | |  |  |
|  |  | | | | |  |  | |  |  | | |  |  |
|  | Sub Family: | | | | |  | | |  | Approved by: | | |  |  |
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| **Position Summary** | | | | | | | | | | | | | | |
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|  | *High level overview of the role of the position within the University.* | | | | | | | | | | | | |  |
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| **Responsibilities and Duties** | | | | | | | | | | | | | | |
|  |  | | |  | | |  | |  |  | | |  |  |
|  | *Although other duties may be assigned as needed, the core duties and responsibilities of this position are:* | | | | | | | | | | | | |  |
|  |  | | |  | | |  | |  |  | | |  |  |
|  |  |  | |  |  | |  | | | | | | |  |
|  |  | **% of Time** |  | **Duties & Responsibilities** | | | | | | | | | |  |
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|  |  | 100 |  | Total % | | | | | | | | | |  |
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| **Qualifications and Skills** | | | | | | | | | | | | | | |
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|  | *The minimum qualifications and skills for this position are:* | | | | | | | | | | | | |  |
|  |  | | |  | | |  | |  |  | | |  |  |
|  | Education and Experience: | | |  | | | | | | | | | |  |
|  |  | | |  | | |  | |  |  | | |  |  |
|  | Skills: | | |  | | | | | | | | | |  |
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| **Physical Requirements, Environmental & Hazardous Specifications** | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | |  | |  | | | | | | | | |  |  | | | | |  |  |
|  | *Please indicate any physical, environmental and hazardous conditions under which the essential Responsibilities and Duties of the position are performed.* | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **PHYSICAL REQUIREMENTS** | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  | SEDENTARY Activity: Lift and carry up to 10 lbs. occasionally; work involves sitting most of the time. | | | | | | | | | | |  |  | MODERATE PHYSICAL ACTIVITY: Lift and carry 25 to 50 lbs. frequently, and up to 60 lbs. occasionally. | | | | | | | | |  |
|  |  |  | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  | LIMITED PHYSICAL ACTIVITY: Lift and carry up to 10 lbs. frequently, and up to 20 lbs. | | | | | | | | | | |  |  | HEAVY PHYSICAL ACTIVITY: Lift and carry 50 to 80 lbs. frequently, and up to 100+ lbs. | | | | | | | | |  |
|  |  |  | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  | LIGHT PHYSICAL ACTIVITY: Lift and carry 10 to 25 lbs. frequently, and up to 40 lbs. occasionally. | | | | | | | | | | |  |  | Occasional = <50 percent of the time  Frequent = >50 percent of the time | | | | | | | | |  |
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|  | **MACHINE, TOOLS, ELECTRONIC & OFFICE EQUIPMENT** *(Equipment used to perform the essential functions of the position)* | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | 1. |  | | | | | | 4. |  | | | | | | | | | | 7. | |  | | |  |
|  |  |  | | | | | |  |  | | | | | | | | | |  | |  | | |  |
|  | 2. |  | | | | | | 5. |  | | | | | | | | | | 8. | |  | | |  |
|  |  |  | | | | | |  |  | | | | | | | | | |  | |  | | |  |
|  | 3. |  | | | | | | 6. |  | | | | | | | | | | 9. | |  | | |  |
|  |  |  | | | | | |  |  | | | | | | | | | |  | |  | | |  |
|  | **ENVIRONMENTAL & HAZARDOUS CONDITIONS** *(Indicate the conditions related to the essential functions of the position)* | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | 1. | Percent of time working | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | Indoors: | |  | | % | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  |  | |  | |  | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | Outdoors: | |  | | % | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  | 2. | Respiratory conditions with exposure to: | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Fumes/Vapors | | | | | |  | Odors | | | | | | | | |  | | Inadequate ventilation | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Dust | | | | | |  | Gases | | | | | | | | |  | | Other *(please list):* | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  | 3. | Skin conditions with exposure to: | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Toxic chemicals | | | | | |  | Burn | | | | | | | | |  | | Other *(please list):* | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Radiation | | | | | |  | Electrical shock | | | | | | | | |  | |  | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  | 4. | Working conditions with exposure to: | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Heavy Machinery | | | | | |  | Extreme heat (above 90°) | | | | | | | | |  | | Vibration | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Steam pipes and/or tunnels | | | | | |  | Machinery with moving parts | | | | | | | | |  | | Lasers | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Biologicals and/or chemicals | | | | | |  | High voltage electric | | | | | | | | |  | | Cramped quarters | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Extreme cold (below 32°) | | | | | |  | Grease and oils | | | | | | | | |  | | Use of sharp objects | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Handling/maintaining animals | | | | | |  | Infectious diseases | | | | | | | | |  | | Noise *(must shout to be heard)* | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Scaffolding and high places | | | | | |  | Other *(please list):* | | | | |  | | | | | | | |  |
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