

ADA Essential Functions Worksheet

Date: November 2016

Department: DPW-Central Fleet

Class Title: Lead Mechanic and Mechanic

I verify that the following information accurately describes the essential functions of the job listed.

Robert W. Rauchle
Supervisor Signature

Fleet Manager
Supervisor Title (please print)

1. General Purpose of the Work:
Perform maintenance and repair of vehicles and equipment

2. Major tasks that are performed as part of the position:
Daily Duties: Service, adjust, lubricate, and diagnosis of various vehicles and equipment.

Regular Periodic Duties: Replacement and/or repair of vehicle and equipment components. Operation of various vehicles and equipment.

Occasional or Infrequent Duties: Overhaul of light, heavy, and turf equipment

3. Machines or equipment used in performing the Essential Functions of the job:
Computer, various hand tools, air impact tools, small machines, electronic diagnostic devices, heavy wrenches, hammers, and tools. Large vehicle floor jacks

4. Does the position require the ability to work any shifts and/or day? Specify.
The employee must be capable of working all shifts including nights and weekends depending on emergency operations and weather conditions.x

5. Physical Demands and Work Conditions: Please complete the attached checklist identifying the physical demands of the job and the work conditions under which the work is performed. Assess the amount of time required to perform those activities or work under the conditions identified. Use the criteria listed below to determine the amount of time each day: Please place an "X" in the column for the criteria.

- 1. **Occasionally** = 0 – 33% of your workday
- 2. **Frequently** = 34 – 66% of your workday
- 3. **Continuous** = 67 – 100% of your workday

ACTIVITIES	YES	NO	OCC	FREQ	CONT
SITTING	X			X	
STANDING	X			X	
LIFTING					
0 – 20 lbs. (light)	X				X
21 – 50 lbs. (moderate)	X			X	
51 – 100 lbs. (heavy)	X		X		
SPRINGS, TIRES					
200 lbs. (very heavy) USUALLY 2-person lift	X		X		
Maximum Lift: 100 lbs.					
Lifting from Arm Level	X			X	
Lifting from Floor Level	X			X	
PUSHING					
Light objects	X				X
Medium objects	X			X	
Heavy objects	X		X		
On/off elevator		X			
Up/down incline	X			X	
REPETITIVE MOTIONS Type of Motion					
PULLING					
Light objects	X				X
Medium objects	X			X	
Heavy objects	X		X		
On/off elevator		X			
Up/down incline	X			X	
WALKING					
On smooth surface	X				X
On uneven surface OUTSIDE	X		X		
Up/Down Stairs	X			X	
RUNNING					
On smooth surface		X			
On uneven surface		X			
Up/Down Stairs		X			
CLIMBING					
Stairs	X			X	
Ladders	X			X	
Inclines	X			X	
Scaffolds		X			

ACTIVITIES	YES	NO	OCC	FREQ	CONT
AGILITY					
Balance	X		X		
REACHING					
Below shoulder	X			X	
Above shoulder	X			X	
TRUNK MOVEMENT					
Rotation	X			X	
Bending forward	X			X	
Bending back	X			X	
Bending to side	X			X	
Bending down	X			X	
LOW LEVEL WORK					
Crawling	X			X	
Kneeling	X				X
Squatting	X			X	
HAND/FINGER DEXTERITY:					
Fine Finger Movements	X				X
Unilateral	X				X
Bilateral	X				X
Speed is vital	X		X		
Hold/manipulate small objects	X				X
CARRYING OBJECTS					
On smooth surface	X				X
On uneven surface OUTSIDE	X			X	
Up/down stairs	X			X	
Up ladders or stools	X			X	
DRIVING					
Class "D" driver's license needed	X			X	
Commercial Driver's License Needed (specify class <u> A </u>)	X			X	
VISION					
Near vision acuity	X				X
Far vision acuity	X				X
Vision – Color Identification	X				X
Vision – Depth Identification	X				X

ACTIVITIES	YES	NO	OCC	FREQ	CONT
Talking in Person	X				X
Talking via Phone (On Radio)	X			X	
Hearing in Person	X				X
Hearing via Phone (On Radio)	X			X	
Work Conditions					
Inside	X				X
Outside	X			X	
Work with others	X				X
Work alone	X			X	
Work near others	X			X	
Cramped work space: limits motion	X		X		
Toxic Chemicals	X		X		
Dusts	X			X	
Vapors / Fumes	X				X
Heat	X				X
Cold	X				X
Noise	X				X
Vibration	X			X	
Radiation		X			
CRT Use	X		X		
Pathogens/blood and body fluids	X		X		
Respirator Use – Specify DUST MASK	X		X		
Work Hours					
Regular Overtime Required	X		X		