

ADA Essential Functions Worksheet

Date: 08/18/2023

Department: PLU-Environmental Health

Classification Title: Humane Officer

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

Sarah Ward (signature on file) Environmental Health Manager
Supervisor Name: Print and Sign Title: Print

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1. General Purpose of the Work: Enforce compliance of WI Animal Laws. Educate on proper care of animals. Contact with citizens, businesses, organizations, & law enforcement.

2. Major tasks that are performed as part of the position: Daily Duties: Statutory responsibilities of humane offer (WSS 173 and 951) regarding animal cruelty and neglect investigations. Conduct rabies control program. Humane education.

Regular Periodic Duties: after hours emergency response to law enforcement officers and public health officers. Seasonal West Nile Virus Program. Calls re: vicious and uncontrollable animals.

Occasional or Infrequent Duties: assist law enforcement with search warrants. Zoonotic Disease investigations with public health. Emergency government participation (ex: animals in disaster sheltering emergency support functions)

3. Machines or equipment used in performing the essential functions of the job: Animal capture and restraint tools: catch pole, pepper spray, crates, collars, ropes, fencing. Smartphone, computers, projector, office machines, vehicle

4. Does the position require the ability to work any shifts and/or day? Specify. Position requires 24/7 on-call availability for emergencies in addition of scheduled hours during workweek.

5. Physical Demands and Work Conditions: Complete the following activities list 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.

ACTIVITIES	Is the Activity Performed?		Frequency		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

<b>SITTING</b>		X		X	
<b>STANDING</b>		X	X		
<b>LIFTING</b>		X	X		
0 – 20 lbs. (light)		X	X		
21 – 50 lbs. (moderate)		X	X		
51 – 100 lbs. (heavy)		X	X		
100 lbs. (very heavy)	X				
Maximum Lift: 70 lbs.					
Lifting from Arm Level		X	X		
Lifting from Floor Level		X	X		
<b>PUSHING</b>		X	X		
Light objects		X	X		
Medium objects		X	X		
Heavy objects		X	X		
On/off elevator		X	X		
Up/down incline		X	X		

**REPETITIVE MOTIONS**

<b>PULLING</b>		X	X		
Light objects		X	X		
Medium objects		X	X		
Heavy objects		X	X		
On/off elevator		X	X		
Up/down incline		X	X		
<b>WALKING</b>		X	X		
On smooth surface		X	X		
On uneven surface		X	X		
Up/Down Stairs		X	X		
<b>RUNNING</b>		X	X		
On smooth surface		X	X		
On uneven surface		X	X		
Up/Down stairs		X	X		

ACTIVITIES	Is the Activity Performed?		Frequency		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday
	Place an "X" in the appropriate column		If the activity is performed, place an "X" in the appropriate frequency of performance column		

REPETITIVE MOTIONS Continued					
<b>CLIMBING</b>		X	X		
Stairs					
Ladders		X	X		
Inclines		X	X		
Scaffolds	X				
AGILITY					
<b>BALANCE</b>		X	X		
<b>REACHING</b>		X	X		
Below shoulder					
Above shoulder		X	X		
<b>TRUNK MOVEMENT</b>		X	X		
Rotation					
Bending forward		X	X		
Bending back		X	X		
Bending to side		X	X		
Bending down		X	X		
<b>LOW LEVEL WORK</b>		X	X		
Crawling					
Kneeling		X	X		
Squatting		X	X		
<b>HAND/FINGER DEXTERITY:</b>		X	X		
Fine Finger Movements					
Unilateral		X	X		
Bilateral		X	X		
Speed is vital		X	X		
Hold/manipulate small objects		X	X		
<b>CARRYING OBJECTS</b>		X	X		
On smooth surface					
On uneven surface		X	X		
Up/down stairs		X	X		

ACTIVITIES	Is the Activity Performed?		Frequency		
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			If the activity is performed, place an "X" in the appropriate frequency of performance column		

AGILITY Continued

<b>CARRYING OBJECTS</b> Up ladders or stools		X			
<b>DRIVING</b> Class "D" driver's license needed (i.e., regular driver's licence)		X		X	
Commercial Driver's License Needed (specify class _____)	X				
<b>VISION</b> Near vision acuity		X	X		
Far vision acuity		X	X		
Vision – Color Identification		X	X		
Vision – Depth Identification		X	X		
<b>Talking in Person</b>		X		X	
<b>Talking via Phone or On Radio</b>		X		X	
<b>Hearing in Person</b>		X		X	
<b>Hearing via Phone or On Radio</b>		X		X	

**WORKING CONDITIONS**

<b>Inside</b>		X	X		
<b>Outside</b>		X	X		
<b>Work with others</b>				X	
<b>Work alone</b>				X	
<b>Work near others</b>		X	X		
<b>Cramped workspace (limits motion)</b>		X	X		
<b>Toxic Chemicals</b>		X	X		
<b>Dusts</b>		X	X		
<b>Vapors / Fumes</b>		X	X		

ACTIVITIES	Is the Activity Performed? Place an "X" in the appropriate column		Frequency If the activity is performed, place an "X" in the appropriate frequency of performance column		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

WORKING CONDITIONS Continued					
Heat		X	X		
Cold		X	X		
Noise		X	X		
Vibration	X				
Radiation	X				
Computer Work		X		X	
Pathogens/blood and body fluids		X	X		
Respirator Use – Specify <i>APP</i>		X	X		
Gas Mask –if on CERT Team	X				
WORK HOURS					
Regular Overtime Required		X	X		