

ADA Essential Functions Worksheet

Date: 11/07/2017

Department: Parks and Land Use

Class Title: Park Foreman

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



Supervisor Signature

Park Supervisor

Supervisor Title (please print)

1. **General Purpose of the Work:**

Under general supervision, plan, organize, direct and perform equipment, building and grounds maintenance tasks of the park.

2. **Major tasks that are performed as part of the position:**

Daily Duties:

Prepare work programs or projects for staff at the golf course maintenance locations.
Assign workers to projects and review work performed by staff in the Parks.
Plan, organize, direct and perform all skilled tasks related to park operations and maintenance.
Train employees on proper maintenance and repair procedures.

Regular Periodic Duties:

Perform turf mowing; trail maintenance; weed control; beach maintenance; painting/staining; ski trail maintenance; natural land management.
Produce schedules for seasonal and regular maintenance employees.
Maintain inventory records of all fertilizer and chemical supplies.
Maintain inventory records of all repairs and improvements made to the park.
Instruct workers on safety procedures and good work habits.

Occasional or Infrequent Duties:

Produce a monthly safety report for facility.
Perform and help in the hiring of seasonal staffing.
Annual reviews of all seasonal and regular workers.
Prepare the buildings, grounds and irrigation systems for the season of change (Spring, Summer, Fall & Winter).
Prepare and help in the snow removal at County facilities.
Prepare budget requests, construction work, paving repairs, concrete work and sign installation.

3. **Machines or equipment used in performing the Essential Functions of the job:**

Trucks, tractors, loaders, mowers, utility vehicles, chainsaws, pruning/wood cutting equipment, blowers, vacuums, hedge trimmers, sprayers, spreaders, snow plows, snow blowers, trailers, cash registers, hand tools, compressors, generators and computers.

ACTIVITIES	YES	NO	OCC	FREQ	CONT
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4. **Does the position require the ability to work any shifts and/or day? Specify.**
 Call in for snow and ice control, weekend work during high use seasons. The position requires a 40-hour work week, which can be set and adjusted by the Parks Supervisor for the needs of the Parks Department. Adjustments can include starting and ending times, weekend work, or days/hours off to achieve a 40-hour week. Overtime is allowed at the discretion of the Parks Supervisor, which can include night, weekend and holiday hours.

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		
100 lbs. (very heavy)		X			
Maximum Lift: 80 lbs.	X		X		
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		X		
Up/down incline	X		X		
REPETITIVE MOTIONS Type of Motion	X			X (depends on task)	
PULLING					
Light objects	X		X		
Medium objects	X		X		
Heavy objects	X		X		
On/off elevator	X		X		
Up/down incline	X		X		
WALKING					
On smooth surface	X		X		
On uneven surface	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			
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	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	X			X	
Hearing in Person	X				X
Hearing via Phone	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			
Computer Screen Use	X		X		
Pathogens/blood and body fluids	X		X		
Respirator Use - Specify		X			
Work Hours					
Regular Overtime Required	X			X	