



Physical Job Requirement Analysis

Class description/code: Library positions

Date of analysis: January 2017

- 1. Work hours** 8:00am-8:05pm, individual work schedules vary. Library is open 7 days/week except in summer, when it is closed on Sundays. An employee clears the book drop on closed Sundays.
- 2. Overtime** Library is not budgeted to pay overtime. Rare exceptions require prior Director approval.
- 3. Licensure or certification required for library positions** Director's position requires an MLS degree. Library accreditation requires Director to meet State Library's standards for continuing education. For Youth Services Librarian, an MLS degree or prior teaching experience is preferred.

Physical Requirements

- 4. Maximum duration an employee is required to do the following activities** Standing: 40-60% Walking: 20% Sitting: 20-40% = Total 100%
- 5. The work environment is** Inside: 95% Outside: 5% = Total 100%
- 6. In a work day, the job requires**
- 7.**

Activity	Continually 66-100%	Frequently 34-56%	Occasionally 1-33%	Never
Sit at a desk or stand	X			
Balance on a Kik-Step stool		X		
Bend or crouch		X		
Kneel, squat, or crawl		X		
Lift above shoulder level		X		
Push/pull		X		
Reach above shoulder level		X		
Book sale setup/takedown			X	
Climb a ladder			X	
Climb steps			X	
Crawl			X	
Move equipment (office, loans)			X	
Set up/take down chairs			X	
Set up/take down folding tables			X	
Throw objects				X
Walk on uneven ground				X
Work in trenches				X
Work above ground				X

- 7. Heaviest weight lifted while sitting or standing in one place** 50 pounds, with the assistance of a coworker or ergonomic lifting device. Examples of lifting requirements at this weight are: Incoming book orders, reader-magnifiers, large plants, sidewalk salt, bulk bags of popcorn.
- 8. Heaviest weight carried while walking from place to place** 50 pounds, with the assistance of a coworker or ergonomic lifting device. Examples of lifting requirements at this weight are: Incoming book orders, reader-magnifiers, large plants, sidewalk salt, bulk bags of popcorn.

9. Heaviest pushed/pulled weight 800 pounds. Filled book trucks (on casters) are pushed or pulled a distance of 50 to 100' often daily, so returned items can be re-shelved.

10. In a work day, the job requires repetitive lifting

Activity	Continually 66-100%	Frequently 34-56%	Occasionally 1-33%	Never
Lifting up to 10 lbs.		X		
11-25 pounds		X		
26-50 pounds			X	
51-100 pounds				X
Over 100 pounds				X

11. In a work day, job requires carrying objects distances greater than 10'

Activity	Continually 66-100%	Frequently 34-56%	Occasionally 1-33%	Never
Carry under 10 lbs.		X		
11-25 pounds		X		
26-50 pounds			X	
51-100 pounds				X
Over 100 pounds				X

12. The job requires use of hands for repetitive actions

Activity	Continually 66-100%	Frequently 34-56%	Occasionally 1-33%	Never
Light grasping-left	X			
Light grasping-right	X			
Firm grasping-left		X		
Firm grasping-right		X		
Fine manipulation-left	X			
Fine manipulation-right	X			

13. Does the job require specific grip strength? ____ Yes ___X___ No

Grip strength measured: N/A

14. Does the job require use of feet for operation of foot controls?

Activity	Continually 66-100%	Frequently 34-56%	Occasionally 1-33%	Never
Both feet (to lock wheels on a book truck or lifting device)			X	
Right foot				X
Left foot				X

15. Does job require sensory acuity? *Comment on YES replies, give examples.*

Sense	Yes	No	Comment (what kind)
Vision	X		Reading computer screens, library material
Smell	X		Checking returned books for mold and other damages
Hearing	X		Answering phone, assisting patrons
Taste		X	
Touch	X		Entering computer data, handling material

WORK ENVIRONMENT Does the job require:

Activity	Yes	No	Comment (what kind)
Working at unprotected heights		X	
Being around moving machinery	X		Public use of a motorized cart, and staff/volunteer use of an ergonomic lifting device.
Driving City's automotive equipment		X	
Exposure to vast changes in temp/humidity		X	
Exposure to dust/fumes/gases	X		Dust, paper dust
Working on uneven ground		X	
Communication - spoken word	X		Working with the public, vendors, staff
Communication - written word	X		Working with the public, vendors, staff
Structured breaks, meal times		X	A 15-minute break is <u>encouraged</u> in the middle of a 4-hour shift—not <u>required</u> by law
Confined space entry		X	
Limited mobility		X	
Wearing a mask	X		Recommended when working with local history print materials, or when weeding the collection
Other special equipment	X		Computers, audiovisual equipment loans

Approved by the Library Board on 1-16-17