


ADA Essential Functions Worksheet

Date: 11/07/2017

Department: Parks and Land Use

Class Title: Park Maintenance Worker

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 supervision, perform equipment, building and grounds maintenance and development tasks such as mowing, equipment maintenance, snow and ice control, tree and shrub planting and pruning, tree cutting, wood splitting, construction of volleyball courts, turf renovation and sodding, irrigation repair, repair and painting of structures and signs, sign installation, reel sharpening and maintenance, and renovation of golf course tees, bunkers and greens.

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

Daily Duties:

Operating equipment such as mowers, utility vehicles, tractors and trucks; raking bunkers, shoveling, golf course set-up (cups and tee markers), cash deposits, keeping records, giving directions and assistance to seasonal employees, assisting inquiring park and golf course users.

Regular Periodic Duties:

Apply fertilizers and pesticides, perform irrigation repairs, remove hazard and unwanted trees, operate a front-end loader and backhoe, preventative equipment maintenance including reel maintenance, structural repair and maintenance, snow and ice control, all trail maintenance.

Occasional or Infrequent Duties:

Painting and staining, pruning, grading, plant material installation, hauling equipment on trailers to other park areas and/or Fleet, assist at Special events, and other various duties.

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

Mowers (push, out-front, and tow-behind), tractors (front-end loader and backhoe), skid steer with attachments, trucks, utility vehicles, small equipment (chain saws, brush saws, hedge trimmers, post hole diggers, hand tools, trailers, etc...) and computer (reservation system, email).

4. **Does the position require the ability to work any shifts and/or day? Specify.**

The position requires a 40-hour 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 nights, weekends and holidays.

ACTIVITIES	YES	NO	OCC	FREQ	CONT
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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.					
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		
CRT Use	X		X		
Pathogens/blood and body fluids	X		X		
Respirator Use - Specify		X			
Work Hours					
Regular Overtime Required	X			X	