

BOWDOIN COLLEGE

Guidelines for Completing a Job Description - 3/15/2001

JOB TITLE: Title (agreed upon with Human Resources) **GRADE/BAND:** Determined by means of job analysis point count or Peat-Marwick survey completed by supervisor in consultation with Human Resources

DEPARTMENT:

REPORTS TO: Title of direct supervisor for this position

PREPARED BY: Name of person composing this description **DATE:**

MANAGERIAL APPROVAL: SIGNATURE of dept. head **DATE:**

SENIOR OFFICER APPROVAL: SIGNATURE of senior officer **DATE:**

PURPOSE OF THE POSITION/JOB SUMMARY: State why this position is being created, or why this position exists (e.g., the HOUSEKEEPER position exists to maintain the general upkeep of campus buildings and facilities). Use simple terms and describe what is to be done -- not how to do it or how well it needs to be done.

SHIFT HOURS (indicate overtime:) Indicate shift hours including hours during which the individual in this position needs to be working (e.g., a housekeeper might work first shift -- 7:00 am - 3:30 pm; a secretary might also work first shift with different hours -- 8:30 am - 5:00). State whether any overtime hours are expected.

EDUCATION/SKILLS REQUIREMENTS: List the minimum required education and skills that are required to perform this job, i.e., if the individual did not have this level of education and these required skills, (s)he would not be able to perform this job. Keep in mind that your focus should be on the purpose of the position and the importance of skills and education in achieving that purpose. Be sure to separate **required** qualifications from **preferred** qualifications. You should have the same expectations of skills and education for all employees in the same job title. In many cases, it may be preferable to list an educational requirement together with possible alternatives (e.g., high school diploma, GED, or equivalent combination of education and experience). You may use the list below as a guideline: delete any unnecessary levels.

High School: e.g., Diploma or GED

College: e.g., Associate's degree, Bachelor's degree, Master's degree

Vocational: e.g., 2 year course in an accredited vocational or technical program

Apprenticeship: e.g. Apprentice, Journeyman, certified Master Plumber

Acceptable Educational Equivalents: e.g., some college coursework together with 1 - 3 years' direct experience in an office setting

Use this space to list skills required to perform this job.

EXPERIENCE REQUIREMENTS and/or EQUIVALENTS: List the minimum required experience and/or equivalents needed to perform this job. As above, be sure to separate **required** experience from **preferred** experience.

Licenses or Certifications (Driver's License, CPA, RN, etc.)

Other Educational Requirements:

Comments:

CONTACTS: Include any or all campus constituencies (faculty, staff, students, alumni), the public, vendors, representatives of regulatory agencies, town government, etc.

PHYSICAL and MENTAL JOB DEMANDS (as they pertain to the essential functions of this position): Remember! Assess these physical and mental job demands as they pertain to the essential

functions of the position and the frequency of occurrence of each duty. Put a checkmark in the level that most closely matches the demand for the position. Most are self-explanatory. Specify any specific sensory abilities required.

ESSENTIAL MOTION Indicate weight limit in lbs ()	N/A Not applicable	OCCASIONAL 1 - 33%	FREQUENT 34 - 66%	CONSTANT 67 - 100%
Pushing (indicate weight limit here)				
Pulling ()				
Floor to knuckle lift ()				
Knuckle to shoulder lift ()				
Shoulder to overhead lift ()				
Carrying ()				
Sitting				
Standing				
Walking				
Climbing stairs				
Sustained bending				
Overhead reaching				
Crawling				
Squatting (repeated)				
Kneeling				
Stooping (repeated bending)				
Crouching				
Climbing ladders				
Balancing				
Handling				
Digital dexterity (e.g., using computer keyboard)				
Tasting/smelling				
Peripheral vision				
Depth perception				
Use written (verbal visual) sources of information (e.g., read reports, procedural documentation, reference materials, etc.)				
Use non-verbal visual sources of information (e.g., reference graphs, tables, etc.)				
Use oral communication to perform work (e.g., answer telephone, receive visitors, etc.)				
Use non-verbal auditory sources of information (e.g., ringing of telephone, alarms, beepers)				
Perform detailed work requiring visual acuity				
Make minor decisions requiring limited judgement (e.g., task sequencing, filing, sorting mail)				
Make general decisions in the absence of specific directions (e.g., prioritizing)				
Perform activities requiring sustained concentration (e.g., designing, planning, etc.)				
OTHER PHYSICAL OR MENTAL REQUIREMENTS:				
Add in any other specific requirements in this section				

ESSENTIAL FUNCTIONS: Essential functions are **functions that are fundamental to the position**. Use these guidelines in preparing this section of the job description:

- List functions in sequential or priority order (e.g., the task that requires the most amount of time or carrying the greatest responsibility should be listed first, etc.)
- State separate duties clearly and concisely.
- Be as specific as possible. Avoid generalizations and use non-technical language.
- Start each sentence with an action verb in the present tense (e.g., trains, operates, performs, etc.) that best describes the task.
- Be objective and accurate. Describe the job as it realistically should be performed.
- Do not try to list every task. The template includes as the last essential function, "Performs other related duties and assignments as required."

1. Use action verb in present tense to describe most important essential function first, then follow with others.

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10. Regardless of the number of essential functions for the position, always finish the list with the next two essential functions:

11. regular attendance

12. and other related duties and assignments as required.

13. If this position includes supervisory responsibilities, then enforcing College policies must also be included as an essential function in this section. Enforce College policies as necessary.

WORKING CONDITIONS: Use this section to indicate exposure to physical risks and describe the environment that the position will be operating in (e.g., standard office environment; position may involve frequent in-state travel, etc.)

ENVIRONMENTAL Indicate the percentage of time worked inside or outside

Inside _____% Outside _____%

Sudden temperature changes YES or NO (may use words to indicate frequency)

Extreme temperatures

Humidity/Wet

Extreme noise

Extreme vibration

Hazards

Safety equipment

ATMOSPHERE

Fumes:

Mist:

Odors:

Gasses:

Dust:

Poor ventilation:



MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED: List any machines or tools used in executing the essential functions of this position.

SUPERVISORY RESPONSIBILITY: Indicate the number and type of individuals this position supervises. If any individuals are supervised, be sure that enforcement of College policies is listed as an essential function above.

Supervises # _____ employees and or # _____ student employees including enforcement of College policies for those employees.

JOB CLASSIFICATION: Insert the appropriate classification using the guidelines below _____

SEDENTARY - Exerting #10 of force occasionally and a negligible amount of force frequently. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

LIGHT WORK - Exerting up to #20 of force occasionally and up to #10 of force frequently to move objects. Physical demands are in excess of those required for a sedentary job. A rating of light work should be used if 1) the job requires walking or standing to a significant degree; or 2) when it requires sitting most of the time, but entails pushing and pulling of arm or leg controls or 3) when the job requires working at a production rate pace entailing constant pushing/pulling of materials even though the weight of those materials is negligible.

MEDIUM WORK - Exerting #20 - 50 of force occasionally, and/or #10 - 25 frequently, and/or up to #10 of force constantly to move objects. Physical demand requirements are in excess of those for Light Work.

HEAVY WORK - Exerting #50 - 100 of force occasionally and/or #25 - 50 of force frequently, and/or #10 - 20 of force constantly to move objects. Demand requirements are in excess of those for Medium Work.

VERY HEAVY WORK - exerting in excess of #100 of force occasionally and/or in excess of #50 of force frequently, and/or in excess of #20 of force constantly to move objects. Physical demand requirements are in excess of those for Heavy Work.