

INSERT LOGO HERE

JOB DESCRIPTION

Job Title:	Job Number:
Reports To:	Grade:
Completed By:	Exempt/Non-exempt:
Date:	# Direct reports: # Indirect reports:

POSITION PURPOSE:

The Primary function/ purpose of this job:

VALUE TO COMPANY:

How does this job directly contribute the overall Mission / Success of the Company?

KEY FUNCTIONS:

The 5or 6 major duties / responsibilities required of the employee to successfully perform in this job.

This list should address at least 80% of the job's content.

(e.g., Close Dialysis business 85%, Account calls 15% = 100%)

Weight: %

(Total = 100%)

Duties / Responsibilities	Weight: %
1.	
2.	
3.	
4.	
5.	
6.	
	100%

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STATISTIC & STANDARDS:

Describe how efforts / results for this job can be measured.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

KEY WORKING RELATIONSHIPS:

The positions or departments within {COMPANY NAME} (but outside the employee's immediate working area) or those individuals, vendors, customers outside of {COMPANY NAME} with which this job has a regular working relationship. Note whether they are internal or external contacts, the frequency of contact (daily/weekly/monthly) and indicate the general nature or the purpose of the contact if possible.

CONTACT	INTERNAL/ EXTERNAL	FREQUENCY	NATURE OR PURPOSE OF CONTACT

SCOPE & IMPACT OF JOB:

What is the scope of this position? Indicate the nature of judgment, problem solving and analysis required. Describe the level of responsibility and decision making authority and impact of these decisions on the organization.

Scope/Responsibility	<input type="checkbox"/> Very Little	<input type="checkbox"/> Low	<input type="checkbox"/> Moderate	<input type="checkbox"/> High	<input type="checkbox"/> Very High
Judgment / Problem Solving	<input type="checkbox"/> Very Little	<input type="checkbox"/> Low	<input type="checkbox"/> Moderate	<input type="checkbox"/> High	<input type="checkbox"/> Very High
Level of Risk	<input type="checkbox"/> Very Little	<input type="checkbox"/> Low	<input type="checkbox"/> Moderate	<input type="checkbox"/> High	<input type="checkbox"/> Very High

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QUALIFICATIONS:

Minimum requirements to competently perform the key responsibilities of this job in terms of educational background, work experience, licenses/certifications or other knowledge skills, and abilities.

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ADA FACTORS PHYSICAL & ENVIRONMENTAL DEMANDS

Job Title:

Job Number:

Physical: For each physical demand in the job, describe the job activity involved. If appropriate, describe any accommodations that may be available.

Activity	% of Time	Comments/ Description
1. Standing		
2. Walking		
3. Sitting		

Activity	Frequency	Lbs.	Comments/ Description
4. Lifting			
5. Carrying			
6. Pushing			
7. Pulling			

Activity	Yes / No	Comments/ Description
8. Climbing		
9. Balancing		
10. Stooping		
11. Kneeling		
12. Crawling		
13. Crouching		
14. Handling		
15. Reaching		
16. Above shoulder		
17. Repetitive hand movements		
18. Grasping		
19. Fine Manipulation		

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20. Repetitive Foot Movements		
21. Speaking		
22. Hearing		
23. Seeing		
24. Depth Perception		
25. Color Vision		

Environmental	Condition (Check 1)		Comments/ Description
26. Inside/Outside	<input type="checkbox"/> Normal	<input type="checkbox"/> None	
27. Cold/Heat	<input type="checkbox"/> Normal	<input type="checkbox"/> None	
28. Wet/Dry	<input type="checkbox"/> Normal	<input type="checkbox"/> None	
29. Noise/Vibrations	<input type="checkbox"/> Normal	<input type="checkbox"/> None	
30. Hazards	<input type="checkbox"/> Normal	<input type="checkbox"/> None	
31. Fumes/Dust/Odors	<input type="checkbox"/> Normal	<input type="checkbox"/> None	

Acknowledgement or receipt by Employee hired for the above position:

Employee

Name: _____
Signature

Name: _____
Printed

Date: _____

Manager

Name: _____
Signature

Name: _____
Printed

Date: _____

Job Description Disclaimer:

This job description is intended to be only a general outline of the major activities associated with the described position. It is expected that the employee will perform these and any other activities which may be assigned or which may occur in the normal course of work.

This job description is not a contract or guarantee of employment.