



EMPLOYER'S JOB DESCRIPTION

- Job of Injury
- Permanent Modified Job
- Light duty/Transitional

Worker		Claim #	
Company	City of Port Orchard	Job Title	Sidewalk Safety (Public Works)
Phone #	FAX#	Hours per day	Days per week
Employer Name (Please print) Deborah Howard		Title Human Resource Manager	
Employer Signature			Date

Essential Job Duties

Monitor City sidewalks, and document cracks, buckles, chips, and other areas requiring repair. Maintain records of when repairs are made, and monitor schedule of repairs.

Machinery, tools, equipment and personal protective equipment

Computer, telephone, telephone headset (if needed), copier, fax machine, printer, and scanner.

Frequency Guidelines

N: Never (not at all)

S: Seldom (1-10% of the time)

O: Occasional (11-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

Physical Demands

Frequency

Description of Task (80 characters)

Physical Demands	Frequency	Description of Task (80 characters)
Sitting	S	Utilizing computer to document information, and prepare reports
Standing	F	Document areas needing repairs, taking pictures of areas needing repairs
Walking	F	Traversing foot traffic areas to make not of needed sidewalk repairs
Climbing Ladders/Stairs	N	Not required
Twisting at the waist	N	Not required
Bending/ Stooping	N	Not required
Squatting/Kneeling	N	Not required
Crawling	N	Not required
Reaching Out	S	Operate office equipment, answer telephone, keyboarding
Working above shoulders	N	Not required
Handling/Grasping	O	Answer phones, file paperwork, operate mouse, operate camera, writing
Fine Finger Manipulation	O	Keyboarding
Foot Controls/Driving	S	Operating motor vehicle to access various areas of the City
Repetitive Motion	O	Keyboarding
Talking/Hearing/Seeing	C	Observing traffic conditions, monitoring sidewalks, operating computer
Vibratory Tasks	N	Not required
Lifting (5) lbs	S	Paper work, files, telephone headset, camera
Carrying (5) lbs	S	Paperwork, files, camera
Pushing/Pulling (5) lbs	O	Opening and closing file drawers and building doors

Comments/Other: (270 Characters) The position requires outdoor exposure. The worker would need to dress warmly, and wear gloves and other outdoor protective clothing during the winter months. The position also requires appropriate footwear.

FOR HEALTH PROVIDER'S USE ONLY

Provider Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours per day	Days per week	Effective date
If no, please provide objective medical documentation to support your decision.			
Provider Signature	Provider Name (Please print)	Date	



EMPLOYER'S JOB DESCRIPTION

- Job of Injury
- Permanent Modified Job
- Light duty/Transitional

Worker		Claim #	
Company	City of Port Orchard	Job Title	Pump/Meter Inspection (Public Works)
Phone #	FAX#	Hours per day	Days per week
Employer Name (Please print)	Deborah Howard	Title	Human Resource Manager
Employer Signature			Date

Essential Job Duties

Monitor City pump stations. Drive to and inspect gates, pump area, pump station, and meters. Note any areas of concern.

Machinery, tools, equipment and personal protective equipment

Computer, telephone, telephone headset (if needed), two-way radio, cellular phone, motor vehicle.

Frequency Guidelines

N: Never (not at all)

S: Seldom (1-10% of the time)

O: Occasional (11-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

Physical Demands

Frequency

Description of Task (80 characters)

Physical Demands	Frequency	Description of Task (80 characters)
Sitting	F	Utilizing computer to document information, operate motor vehicle
Standing	O	Check station pumps, and meters
Walking	F	Walking pump station areas, checking fence line, reading meters
Climbing Ladders/Stairs	N	Not required
Twisting at the waist	N	Not required
Bending/ Stooping	O	Required to enter/exit motor vehicle
Squatting/Kneeling	N	Not required
Crawling	N	Not required
Reaching Out	S	Opening gates, pump stations, checking meters, operating vehicle
Working above shoulders	N	Not required
Handling/Grasping	F	Operate motor vehicle, open/close gates, paperwork, two-way radio
Fine Finger Manipulation	S	Keyboarding
Foot Controls/Driving	F	Operating motor vehicle to access various pump stations
Repetitive Motion	S	Keyboarding
Talking/Hearing/Seeing	C	Observing traffic conditions, monitoring pump station/meters, operating computer
Vibratory Tasks	N	Not required
Lifting (5) lbs	S	Paper work, files, telephone headset
Carrying (5) lbs	S	Paperwork, files
Pushing/Pulling (5) lbs	O	Opening and closing file drawers, vehicle and building doors, and gates

Comments/Other: (270 Characters) The position requires outdoor exposure. The worker would need to dress warmly, and wear gloves and other outdoor protective clothing during the winter months. The position also requires appropriate footwear.

FOR HEALTH PROVIDER'S USE ONLY

Provider Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours per day	Days per week	Effective date
If no, please provide objective medical documentation to support your decision.				
Provider Signature	Provider Name (Please print)		Date	



EMPLOYER'S JOB DESCRIPTION

- Job of Injury
- Permanent Modified Job
- Light duty/Transitional

Worker		Claim #	
Company	City of Port Orchard	Job Title	MSDS Maintenance (Public Works)
Phone #	FAX#	Hours per day	Days per week
Employer Name (Please print)	Deborah Howard	Title	Human Resource Manager
Employer Signature			Date

Essential Job Duties

Maintain Material and Safety Data Sheets (MSDS). Make sure information is on file for all materials, and that the information is up to date. Check materials for proper storage, and expiration dates.

Machinery, tools, equipment and personal protective equipment

Computer, printer, MSDS binders

Frequency Guidelines

N: Never (not at all)

S: Seldom (1-10% of the time)

O: Occasional (11-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

Physical Demands

Frequency

Description of Task (80 characters)

Sitting	O	Utilizing computer to document information, and prepare reports
Standing	O	Utilize office equipment, check materials for storage, expirations, etc.
Walking	F	Monitoring all areas of shop to check for materials, storage, etc.
Climbing Ladders/Stairs	N	Not required
Twisting at the waist	N	Not required
Bending/ Stooping	N	Not required
Squatting/Kneeling	N	Not required
Crawling	N	Not required
Reaching Out	S	Operate office equipment, check materials for information and storage
Working above shoulders	S	Access materials on shelves above shoulder height
Handling/Grasping	F	Work with materials, manuals, paperwork, and mouse
Fine Finger Manipulation	O	Keyboarding
Foot Controls/Driving	N	Not required
Repetitive Motion	O	Keyboarding
Talking/Hearing/Seeing	C	Observing materials, communicating with coworkers
Vibratory Tasks	N	Not required
Lifting (Up to 20) lbs	S	Paper work, files, telephone headset, materials
Carrying (5) lbs	S	Paperwork, files
Pushing/Pulling (5) lbs	O	Opening and closing file drawers and building doors, moving materials

Comments/Other: (270 Characters) The worker may encounter materials weighing more than 20 lbs.; however, it is not required that these be moved. Assistance with items over 20 lbs. may be provided.

FOR HEALTH PROVIDER'S USE ONLY

Provider Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours per day	Days per week	Effective date
If no, please provide objective medical documentation to support your decision.				
Provider Signature		Provider Name (Please print)		Date



EMPLOYER'S JOB DESCRIPTION

- Job of Injury
- Permanent Modified Job
- Light duty/Transitional

Worker		Claim #	
Company	City of Port Orchard	Job Title	Community Outreach (Public Works)
Phone #	FAX#	Hours per day	Days per week
Employer Name (Please print)	Deborah Howard	Title Human Resource Manager	
Employer Signature			Date

Essential Job Duties

Provide City of Port Orchard citizens with current information regarding stormwater, and sewer systems. Prepare community information presentations including PowerPoint slide presentation, and appropriate handouts. Conduct presentations at community centers, senior centers, and local schools.

Machinery, tools, equipment and personal protective equipment

Computer, telephone, telephone headset (if needed), copier, fax machine, printer, and scanner.

Frequency Guidelines

N: Never (not at all)

S: Seldom (1-10% of the time)

O: Occasional (11-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

Physical Demands

Frequency

Description of Task (80 characters)

Physical Demands	Frequency	Description of Task (80 characters)
Sitting	F-C	Preparing presentations utilizing computer.
Standing	F	Conduct presentation (a chair may be utilized, if necessary)
Walking	S	Access areas of buildings, and parking lots
Climbing Ladders/Stairs	N	Not required
Twisting at the waist	N	Not required
Bending/ Stooping	N	Not required
Squatting/Kneeling	N	Not required
Crawling	N	Not required
Reaching Out	F	Operate office equipment, answer telephone, distribute paperwork, keyboarding
Working above shoulders	N	Not required
Handling/Grasping	O	Answer phones, file paperwork, operate mouse
Fine Finger Manipulation	O-F	Keyboarding
Foot Controls/Driving	S	Operating motor vehicle
Repetitive Motion	O	Keyboarding
Talking/Hearing/Seeing	C	Answering phone, observing audience, operating computer
Vibratory Tasks	N	Not required
Lifting (5) lbs	S	Paper work, files, telephone headset
Carrying (5) lbs	S	Paperwork, files
Pushing/Pulling (5) lbs	O	Opening and closing file drawers

Comments/Other: (270 Characters) The worker may alternate between a seated and a standing position at will. A chair can be made available when presenting information to the general public.

FOR HEALTH PROVIDER'S USE ONLY

Provider Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours per day	Days per week	Effective date
If no, please provide objective medical documentation to support your decision.				
Provider Signature		Provider Name (Please print)		Date



EMPLOYER'S JOB DESCRIPTION

- Job of Injury
- Permanent Modified Job
- Light duty/Transitional

Worker		Claim #	
Company	City of Port Orchard	Job Title	Research Assistant - Police
Phone #	FAX#	Hours per day	Days per week
Employer Name (Please print) Deborah Howard		Title Human Resource Manager	
Employer Signature			Date

Essential Job Duties

Assist detectives and other members in the Police Department in researching information, and conducting follow-up inquiries and investigations. Utilize telephone and computer to conduct research. Contact members of the community to either schedule interviews, or conduct interviews/inquiries. Research information pertinent to open cases.

Machinery, tools, equipment and personal protective equipment

Computer, telephone, telephone headset (if needed), copier, fax machine, printer, and scanner.

Frequency Guidelines

N: Never (not at all)

S: Seldom (1-10% of the time)

O: Occasional (11-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

Physical Demands

Frequency

Description of Task (80 characters)

Sitting	F-C	Conduct research via telephone or computer*
Standing	S	Retrieve information from filing cabinets, operate office equipment*
Walking	S	Access various areas of office: lobby, workstation, office equipment room
Climbing Ladders/Stairs	N	Not required
Twisting at the waist	N	Not required
Bending/ Stooping	S	Only required when accessing files at levels below waist
Squatting/Kneeling	S	Only required when accessing files at levels below waist
Crawling	N	Not required
Reaching Out	S	Operate office equipment, answer telephone, distribute paperwork, filing
Working above shoulders	N	Not required
Handling/Grasping	O	Utilize phones, handle paperwork, operate mouse
Fine Finger Manipulation	O	Keyboard
Foot Controls/Driving	N	Not required
Repetitive Motion	S	Entering data into computer, using mouse to research information via computer
Talking/Hearing/Seeing	C	Answering phone, researching Internet, reviewing case file information
Vibratory Tasks	N	Not required
Lifting (5) lbs	S	Paper work, files, telephone headset
Carrying (5) lbs	S	Paperwork, files
Pushing/Pulling (5) lbs	O	Opening and closing file drawers

Comments/Other: (270 Characters) *The worker may alternate between a seated and a standing position at will.

FOR HEALTH PROVIDER'S USE ONLY

Provider Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours per day	Days per week	Effective date
If no, please provide objective medical documentation to support your decision.			
Provider Signature	Provider Name (Please print)	Date	



EMPLOYER'S JOB DESCRIPTION

- Job of Injury
- Permanent Modified Job
- Light duty/Transitional

Worker		Claim #	
Company	City of Port Orchard	Job Title	Community Service - Parking Enf. (Police)
Phone #	FAX#	Hours per day	Days per week
Employer Name (Please print)	Deborah Howard	Title	Human Resource Manager
Employer Signature			Date

Essential Job Duties
 Monitor Kitsap County Courthouse parking lots. Patrol parking lots by foot or via motor vehicle. Issue citations for parking violations. Provide guidance, and directions to patrons of the courthouse.

Machinery, tools, equipment and personal protective equipment
 Motor vehicle, two-way radio, cellular phone, writing utensil, clipboard, citation paperwork.

Frequency Guidelines **N:** Never (not at all) **S:** Seldom (1-10% of the time)
O: Occasional (11-33% of the time) **F:** Frequent (34%-66% of the time) **C:** Constant (67%-100% of the time)

Physical Demands	Frequency	Description of Task (80 characters)
Sitting	O-F	Patrolling parking lot with motor vehicle, sitting in the guard shack.
Standing	S	Issuing citations
Walking	O	Patrolling parking lots via foot.
Climbing Ladders/Stairs	N	Not required
Twisting at the waist	N	Not required
Bending/ Stooping	N	Not required
Squatting/Kneeling	N	Not required
Crawling	N	Not required
Reaching Out	S	Issuing citations.
Working above shoulders	N	Not required
Handling/Grasping	O	Operating motor vehicle, utilizing writing utensil, cellular phone
Fine Finger Manipulation	O	Keyboard, two-way radio
Foot Controls/Driving	O	Operating motor vehicle
Repetitive Motion	N	Not required
Talking/Hearing/Seeing	C	Monitoring courthouse parking lots, issuing citations, checking e-mail
Vibratory Tasks	N	Not required
Lifting (5) lbs	S	Paper work, files, telephone, clipboard, citations
Carrying (5) lbs	S	Paperwork, files, telephone, clipboard, citations
Pushing/Pulling (5) lbs	N	Not required
Comments/Other: (270 Characters) The worker may alternate between a seated and a standing position at will.		

FOR HEALTH PROVIDER'S USE ONLY			
Provider Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours per day	Days per week
Effective date			
If no, please provide objective medical documentation to support your decision.			
Provider Signature	Provider Name (Please print)		Date



EMPLOYER'S JOB DESCRIPTION

- Job of Injury
- Permanent Modified Job
- Light duty/Transitional

Worker		Claim #	
Company	City of Port Orchard	Job Title	Community Service - Front Desk (Police)
Phone #	FAX#	Hours per day	Days per week
Employer Name (Please print)	Deborah Howard	Title	Human Resource Manager
Employer Signature			Date

Essential Job Duties

Serve citizens of Port Orchard via telephone or in person by answering telephone calls, and greeting patrons at the lobby counter. Answer and address questions, concerns, inquiries, and complaints. Provide thorough response. If the response requires further research, or information from another person or department, inform caller of actions to be taken, and follow through. Greet patrons at front counter of Police Department. Address patron's questions, concerns, inquiries, and complaints. Provide thorough response. Conduct research as necessary. File documents as needed.

Machinery, tools, equipment and personal protective equipment

Computer, telephone, telephone headset (if needed), copier, fax machine, printer, and scanner.

Frequency Guidelines

N: Never (not at all)

S: Seldom (1-10% of the time)

O: Occasional (11-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

Physical Demands

Frequency

Description of Task (80 characters)

Physical Demands	Frequency	Description of Task (80 characters)
Sitting	F-C	Answer phones, address patrons at front counter, operate computer*
Standing	S	Operate office equipment, assist patrons at front counter, file documents*
Walking	S	Access various areas of office: lobby, workstation, office equipment room
Climbing Ladders/Stairs	N	Not required
Twisting at the waist	N	Not required
Bending/ Stooping	S	Only required when filing at levels below waist
Squatting/Kneeling	S	Only required when filing at levels below waist
Crawling	N	Not required
Reaching Out	S	Operate office equipment, answer telephone, distribute paperwork, filing
Working above shoulders	N	Not required
Handling/Grasping	O	Answer phones, file paperwork, operate mouse
Fine Finger Manipulation	O-F	Keyboard
Foot Controls/Driving	N	Not required
Repetitive Motion	S	Entering data into computer, using mouse to research information via computer
Talking/Hearing/Seeing	C	Answering phone, greeting patrons at front counter lobby
Vibratory Tasks	N	Not required
Lifting (5) lbs	S	Paper work, files, telephone headset
Carrying (5) lbs	S	Paperwork, files
Pushing/Pulling (5) lbs	O	Opening and closing file drawers

Comments/Other: (270 Characters) The worker may alternate between a seated and a standing position at will.

FOR HEALTH PROVIDER'S USE ONLY

Provider Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours per day	Days per week	Effective date
If no, please provide objective medical documentation to support your decision.				
Provider Signature	Provider Name (Please print)		Date	



EMPLOYER'S JOB DESCRIPTION

- Job of Injury
- Permanent Modified Job
- Light duty/Transitional

Worker		Claim #	
Company	City of Port Orchard	Job Title	Community Outreach (Police)
Phone #	FAX#	Hours per day	Days per week
Employer Name (Please print) Deborah Howard		Title Human Resource Manager	
Employer Signature			Date

Essential Job Duties

Provide City of Port Orchard citizens with current information regarding public safety. Prepare community information presentations including PowerPoint slide presentation, and appropriate handouts. Conduct presentations at community centers, senior centers, and local schools.(Note: Light duty public speaking would require the officer to wear civilian dress.)

Machinery, tools, equipment and personal protective equipment

Computer, telephone, telephone headset (if needed), copier, fax machine, printer, and scanner.

Frequency Guidelines

N: Never (not at all)

S: Seldom (1-10% of the time)

O: Occasional (11-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

Physical Demands

Frequency

Description of Task (80 characters)

Physical Demands	Frequency	Description of Task (80 characters)
Sitting	F-C	Preparing presentations utilizing computer.
Standing	F	Conduct presentation (a chair may be utilized, if necessary)
Walking	S	Access areas of buildings, and parking lots
Climbing Ladders/Stairs	N	Not required
Twisting at the waist	N	Not required
Bending/ Stooping	N	Not required
Squatting/Kneeling	N	Not required
Crawling	N	Not required
Reaching Out	F	Operate office equipment, answer telephone, distribute paperwork, keyboarding
Working above shoulders	N	Not required
Handling/Grasping	O	Answer phones, file paperwork, operate mouse
Fine Finger Manipulation	O-F	Keyboarding
Foot Controls/Driving	S	Operating motor vehicle
Repetitive Motion	O	Keyboarding
Talking/Hearing/Seeing	C	Answering phone, observing audience, operating computer
Vibratory Tasks	N	Not required
Lifting (5) lbs	S	Paper work, files, telephone headset
Carrying (5) lbs	S	Paperwork, files
Pushing/Pulling (5) lbs	O	Opening and closing file drawers

Comments/Other: (270 Characters) The worker may alternate between a seated and a standing position at will. A chair can be made available when presenting information to the general public.

FOR HEALTH PROVIDER'S USE ONLY

Provider Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours per day	Days per week	Effective date
If no, please provide objective medical documentation to support your decision.			
Provider Signature	Provider Name (Please print)	Date	



EMPLOYER'S JOB DESCRIPTION

- Job of Injury
- Permanent Modified Job
- Light duty/Transitional

Worker		Claim #	
Company	City of Port Orchard	Job Title	Code Enforcement Assistant - Planning
Phone #	FAX#	Hours per day	Days per week
Employer Name (Please print)	Deborah Howard	Title	Human Resource Manager
Employer Signature			Date

Essential Job Duties

Assist Code Enforcement Officers with community investigations. Answer phone calls, address customer concerns. Drive to locations within the City to take pictures of possible code violation. Research associated codes, and present information to Code Enforcement Officer.

Machinery, tools, equipment and personal protective equipment

Computer, telephone, telephone headset (if needed), copier, fax machine, printer, scanner, camera, and motor vehicle.

Frequency Guidelines

N: Never (not at all)

S: Seldom (1-10% of the time)

O: Occasional (11-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

Physical Demands

Frequency

Description of Task (80 characters)

Physical Demands	Frequency	Description of Task (80 characters)
Sitting	F-C	Operate motor vehicle, conduct research via telephone or computer*
Standing	S	Retrieve items from filing cabinets, take pictures operate office equipment*
Walking	S	Access various areas of office: lobby, workstation, and City
Climbing Ladders/Stairs	N	Not required
Twisting at the waist	N	Not required
Bending/ Stooping	S	Only required when accessing areas below waist for pictures
Squatting/Kneeling	S	Only required when accessing areas below waist for pictures
Crawling	N	Not required
Reaching Out	S	Operate office equipment, answer telephone, distribute paperwork, filing
Working above shoulders	N	Not required
Handling/Grasping	O	Utilize phones, handle paperwork, operate mouse, operate camera
Fine Finger Manipulation	O	Keyboard, operate camera
Foot Controls/Driving	O-F	Operate motor vehicle
Repetitive Motion	S	Entering data into computer, using mouse to research information via computer
Talking/Hearing/Seeing	C	Answering phone, researching Internet, reviewing case file information
Vibratory Tasks	N	Not required
Lifting (5) lbs	S	Paper work, files, telephone headset, camera
Carrying (5) lbs	S	Paperwork, files, camera
Pushing/Pulling (5) lbs	O	Opening and closing file drawers

Comments/Other: (270 Characters) *The worker may alternate between a seated and a standing position at will, unless operating a motor vehicle.

FOR HEALTH PROVIDER'S USE ONLY

Provider Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours per day	Days per week	Effective date
If no, please provide objective medical documentation to support your decision.				
Provider Signature	Provider Name (Please print)		Date	