



Human Resources & Payroll
4400 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

POSITION REQUIREMENTS WORKSHEET

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATIONS

Do the job responsibilities require specific certification or licensure, constitute or potential exposure to hazardous biological or chemical substances or waste products, high electrical current, etc. Please check all that apply.

- | | | |
|--|--|---|
| <input type="checkbox"/> Biological/Chemical | <input type="checkbox"/> Health Center Worker | <input type="checkbox"/> Radioactive material |
| <input type="checkbox"/> High pressure water | <input type="checkbox"/> High electrical current | <input type="checkbox"/> Other, please describe below |

List Required certifications or licenses:

I. DEGREE OF PHYSICAL ACTIVITY: Check the statement that best describes the requirements of the position.

- ☐ **Light work** (Lifting approximately 20 pounds with frequent lifting and/or carrying of objects weighing up to ten pounds. May involve significant amounts of walking, standing, pushing, pulling or sitting.)
- ☐ **Medium work** (Equivalent to lifting approximately 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.)
- ☐ **Heavy work** (Equivalent to lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.)
- ☐ **Very heavy work** (Equivalent to lifting more than 100 pounds with frequent lifting and/or carrying of objects weighing up to 100 pounds.)

II. PHYSICAL REQUIREMENTS: Mark all job related requirements associated with an essential duty with an "E" and those associated with marginal tasks with an "M." If essential, indicate number of hours per day the activity is performed.



E or M	Requirement	Brief Description of Activity
	Bending	
	Climbing	
	Crouching	
	Crawling	
	Fingering	
	Kneeling	
	Lifting	
	Reaching	
	Sitting (prolonged)	
	Standing (prolonged)	
	Stooping	
	Visual Inspection	
	Walking (prolonged)	
	Other (describe)	

III. PHYSICAL/ENVIRONMENTAL CONDITIONS: Check the statements that best describe the overall physical/environmental conditions of the position's work location.

- ☐ Subject to **inside environmental conditions**. Protected from weather conditions but not necessarily from temperature changes (e.g., warehouse workers).
- ☐ Subject to **outside environmental conditions**.
- ☐ Subject to **extreme cold**. Temperatures below 32 degrees F for periods of more than one hour.
- ☐ Subject to **extreme noise** sufficient to cause the worker to shout in order to be heard above the ambient noise level.
- ☐ Subject to **extreme vibrations** involving exposure to oscillating movements of the extremities and whole body.
- ☐ Subject to one or more **atmospheric conditions** that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases, or poor ventilation.
- ☐ Subject to **hazards** including moving mechanical parts, electrical current, working or scaffolding in high places, exposure to extreme heat, chemicals, oils, solvents, asbestos, or radiation.
- ☐ Other (describe).