

Job Descriptions

Hints for Writing Job Descriptions:

Job descriptions should be prepared to state all position components accurately and create a clear understanding of the role. Here are some hints to assist you in the process:

- Write in a concise, direct style.
- Always use straightforward wording.
- Use descriptive action verbs in the present tense (for example: writes, operates, or performs).
- Avoid abbreviations and acronyms. Other people reading the job description may not be familiar with them. If abbreviations and acronyms are necessary, define them the first time you use them.
- Don't use ambiguous terms. If you use terms such as “assists, handles and performs,” describe “how” the position assists, handles, or performs. Use “by” to detail the processes, tasks, or operations performed will usually clarify the ambiguity.
- Focus on essential activities; omit trivial duties and occasional tasks.
- Only include assigned duties today. Do not include potential future duties, and eliminate any no longer required duties.

Elements of a Job Description:

- **Job title**—name of the position. The job title should reflect the content, purpose, and scope of the job.
- **Classification**—exempt or nonexempt under the Fair Labor Standards Act (FLSA).
- **Reports to**—title of the position the job reports to.
- **Date**—date when the job description was written or last reviewed.
- **Summary/Objective**—summary/objective provides a high-level overview of the role and scope of responsibility, consisting of 3-4 sentences that provide a basic understanding of the role. A concise summary of why the job exists.
- **Job Duties/Essential Functions**—essential functions, including why, where, how, and the frequency with which the tasks are performed; the tasks must be part of the job function and truly necessary or required to perform the job. Focus on the outcome of tasks. Reference areas of decision-making. The job duties should be listed in accordance with the importance and/or frequency at which they are performed. A percent of the time (adding to 100%), which reflects the estimated time an employee will spend over a year, may be included.
- **Competency**—knowledge, skills and abilities.
 - **Working knowledge:** sufficient familiarity with the subject to understand basic principles and terminology and to solve simple problems.

- **General knowledge:** sufficient knowledge of a field to perform most work in normal situations. The work calls for comprehension of standard situations and includes knowledge of most of the subject's significant aspects.
- **Thorough knowledge:** advanced knowledge of the subject matter. The work calls for sufficient comprehension of the subject area to solve unusual and common work problems, advise on technical matters, and serve as a resource for others in the organization.
- **Comprehensive knowledge:** requires complete mastery and understanding of the subject. This term should be used sparingly and only for unusually exacting or responsible positions required to originate hypotheses, concepts, or approaches.
- **Supervisory responsibilities**—direct reports, if any, and the level of supervision or direction provided to other employees.
- **Work environment**—the work environment, temperature, noise level, inside or outside, or other factors affecting the person's working conditions while performing the job.
- **Physical demands**—The job's physical demands include bending, sitting, lifting, driving, etc.
- **Position type and expected hours of work**—full-time or part-time, typical work hours and shifts, days of the week, and whether overtime is expected.
- **Travel**—the percentage of travel time expected for the position, where the travel occurs, such as locally or in specific countries or states, and whether the travel is overnight.
- **Required education and experience**—Education and experience based on job-related requirements that are consistent with business necessity. Identify the minimum years and types of work experience the employee needs to be qualified for the job.
- **Preferred education and experience**—preferred education and experience based on requirements that are job-related and consistent with business necessity. Preferred education and experience are “nice to have” but are not essential to carrying out the day-to-day functions of the job. If included, the preferred education and experience can focus on any or all of the following: education, experience, knowledge, skills, and abilities.
- **Additional eligibility qualifications**—additional requirements such as certifications, industry-specific experience, and experience working with certain equipment.
- **Other duties**—The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the position. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Checklist: Physical Activities/Environmental Conditions/Physical Demands

Physical Activities

- Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like.
 Never Occasionally Constantly
- Moving self in different positions to accomplish tasks in various environments, including tight and confined spaces.
 Never Occasionally Constantly
- Remaining in a stationary position, often standing or sitting for prolonged periods.
 Never Occasionally Constantly
- Moving about to accomplish tasks or moving from one worksite to another.
 Never Occasionally Constantly
- Adjusting or moving objects up to __ pounds in all directions.
 Never Occasionally Constantly
- Communicating with others to exchange information.
 Never Occasionally Constantly
- Repeating motions that may include the wrists, hands, and/or fingers.
 Never Occasionally Constantly
- Operating machinery and/or power tools.
 Never Occasionally Constantly
- Operating motor vehicles or heavy equipment.
 Never Occasionally Constantly
- Assessing the accuracy, neatness, and thoroughness of the work assigned.
 Never Occasionally Constantly

Environmental Conditions

- Low temperatures.
 Never Occasionally Constantly
- High temperatures.
 Never Occasionally Constantly
- Outdoor elements such as precipitation and wind.
 Never Occasionally Constantly
- Noisy environments.
 Never Occasionally Constantly
- Hazardous conditions.
 Never Occasionally Constantly
- Poor ventilation.
 Never Occasionally Constantly
- Small and/or enclosed spaces.
 Never Occasionally Constantly
- No adverse environmental conditions are expected.
 Never Occasionally Constantly

Physical Demands

- Sedentary work that primarily involves sitting/standing.
 Never Occasionally Constantly
- Light work that includes moving objects up to 20 pounds.
 Never Occasionally Constantly
- Medium work that includes moving objects up to 50 pounds.
 Never Occasionally Constantly
- Heavy work that includes moving objects up to 100 pounds or more.
 Never Occasionally Constantly

Examples of Physical Demands Statement

- Sedentary work. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Repetitive motion. Substantial movements of the wrists, hands, and/or fingers. Ability to operate standard office equipment and keyboards. The employee must have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer, and extensive reading. Must be able to lift and carry small parcels, packages, and other items, walk short distances, and drive a vehicle to deliver and pick up materials.
- Must be able to work in, on, around, over, and under fixed equipment, power tools, and machinery; work from lifts, ladders, and scaffolding; manipulate heavy equipment, tools, and supplies and/or exert 70 lbs; concurrently manipulate multiple controls and machinery; work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; and wear and work in personnel protective equipment.