



# Job Task Analysis

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<b>Employer:</b>	<b>Stanislaus County</b>
<b>Occupation:</b>	Maintenance Mechanic Heavy Equipment Mechanic
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
<b>Date:</b>	February 2010
<b>Analysis Provided By:</b>	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 Modesto, California 95355 (209) 549-4626

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## INTRODUCTION:

A complete job description is available through Stanislaus County Human Resources. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen Physical Therapy, Inc. The methodology for documentation consisted of on-site visits, using various measuring devices such as dynamometers and scales, as well as observation and interviews with employees and managers. A detailed record was made of the physical and functional demands of the job in terms of force pounds, weight, frequency, height, distance, anthropometric measurements, stamina, and degrees of range of motion. The determination of the frequencies of functional activities is based on standards provided by the National Institute for Occupational Safety and Health (NIOSH) and the Work Practice Guide for Manual Lifting (U.S. Department of Commerce, National Technical Information Service).

The Job Task Analysis is organized as follows: General work description; safety requirements; equipment; environmental factors; and physical/functional demands.

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**GENERAL WORK DESCRIPTION:**

The frequency of the following activities may vary according to the physical requirements of the specific job tasks that the employee may be required to perform at random intervals.

Under the general supervision of the department manager, the **Maintenance Mechanic**, conducts major safety inspections and evaluations, performs the less-skilled repair and maintenance work, including minor tune-ups; and does related work as required. The **Heavy Equipment Mechanic** performs maintenance and repair work on heavy trucks and construction equipment and related work as required.

**SPECIFIC DUTIES:** Available through the Human Resources Department at the County of Stanislaus.

<http://www.stancounty.com/personnel/PDF/JobSpecifications.pdf>

**Safety Requirements:** All employees are required to observe company safety procedures and standards to insure individual and collective safety, in addition to avoiding unnecessary risk to oneself, co-workers, customers, and property.

**Equipment:**

- |                                   |                                        |
|-----------------------------------|----------------------------------------|
| 1. 30,000# 4 post truck lift      | 9. Heavy earth moving equipment        |
| 2. 3-transmission jacks           | 10. Miscellaneous hand and power tools |
| 3. 4 ton in-ground car hoist      | 11. Mobil crane mounted on truck       |
| 4. 4000# overhead crane           | 12. OTC crane                          |
| 5. Axle jack with extended handle | 13. Truck                              |
| 6. Clutch handler                 | 14. Truck bumper                       |
| 7. Dual wheel dolly               | 15. Truck hub and drum tool            |
| 8. Hand truck dolly               |                                        |

*All employees within the **Maintenance Mechanic/Heavy Equipment Mechanic** position are required to provide physical assistance for all weight and frequency requirement needs of all job tasks in order to maintain a safe work environment. Employees must be physically capable of working in any of the job tasks within the **Maintenance Mechanic/Heavy Equipment Mechanic** position.*

**ENVIRONMENTAL FACTORS**



**The following percentages are given in terms of an eight-hour workday:**

<b>Seldom</b> = 1% - 2%	<b>Frequent</b> = 34% - 66%
<b>Occasional</b> = 3% - 33%	<b>Constant</b> = 67% - 100%

	ENVIRONMENTAL FACTORS	MAXIMUM FREQUENCY
1.	Unprotected heights: ladder, pit.....	Seldom
2.	Being around moving machinery: traffic.....	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): exhaust, road dust. <i>Respiratory protection is available</i>	Occasional
5.	Driving: traffic.....	Occasional
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	Occasional
7.	Exposure to radiant or electrical energy: electrical panel.....	Seldom
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Occasional
9.	Exposure to slippery or uneven walking surfaces:.....	Occasional
10.	Working below ground: pit.....	Occasional
11.	Unusual fatigue factors: .....	Not Applicable
12.	Working with explosives:.....	Not Required
13.	Excessive vibration: .....	Seldom
14.	Working with hands in water or other substance:..... <i>Hand protection is available</i>	Seldom
15.	Working proximity: .....	Occasional
	.....Alone:	Constant
	.....Closely with others:	
16.	Working inside:.....	Constant
17.	Working outside:.....	Frequent

## FUNCTIONAL ACTIVITIES



The frequency of the following activities may vary according to the physical requirements of the specific job tasks the employee may be required to perform at random intervals.

### PHYSICAL AND FUNCTIONAL REQUIREMENTS

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

1.) **PUSH**: *Pushing activities may require use of the back in conjunction with leg and arm musculature.*

<u>MAXIMUM REQUIREMENT</u>	
<b>0-10 pounds:</b>	Frequent
<b>11-25 pounds:</b>	Frequent
<b>26-35 pounds:</b>	Occasional
<b>36-50 pounds:</b>	Occasional
<b>51-75 pounds:</b>	Seldom
<b>76-100 pounds:</b>	Seldom
<b>Maximum Force: <u>100</u> Pounds</b>	

**Assistive Devices:** 4-Wheeled Cart, hand truck. Additionally, one person assistance is available with forces greater than 100 pounds.

**Comments:** Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls, and supplies (e.g. tools, components, door, cart). The employee exerts up to 100 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 100+ feet when performing job tasks (e.g. push battery cart; open/close shop doors; tool chest cart; torque hand tools; power tool, drill, grinders; wrench, push/pull levers).

2.) **PULL**: *Pulling activities may require use of the back in conjunction with leg and arm musculature.*

<u>MAXIMUM REQUIREMENT</u>	
<b>0-10 pounds:</b>	Frequent
<b>11-25 pounds:</b>	Frequent
<b>26-35 pounds:</b>	Occasional
<b>36-50 pounds:</b>	Occasional
<b>51-75 pounds:</b>	Seldom
<b>76-100 pounds:</b>	Seldom
<b>Maximum Force: <u>100</u> Pounds</b>	

**Assistive Devices:** 4-Wheeled Cart, hand truck. Additionally, one person assistance is available with forces greater than 100 pounds.

**Comments:** Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls, and supplies (e.g. tools, components, doors, carts; tie down device, come-along, wire, hoses, chains and miscellaneous structure components). The employee exerts up to 100 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 100+ feet when performing job tasks (e.g. pull battery cart; open/close shop doors; tool chest cart; torque hand tools; power tool, drill, grinders; wrench, push/pull levers). *Pushing is the preferred method of moving carts.*

3.) **STAND-UP LIFT:** *Lifting weighted objects between floor and waist height.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Occasional
<b>26-35 pounds:</b>	Occasional
<b>36-50 pounds:</b>	Seldom
<b>51-75 pounds:</b>	Seldom
<b>76-100 pounds:</b>	Seldom
<b>Maximum Force: 90 Pounds</b>	

**Assistive Devices:** Hoist, fork lift, jack. One person assistance is available with weights greater than 90 pounds.

**Comments:** A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, and supplies (e.g. parts, tools, components). The employee lifts items weighing between <1 pounds and 90 pounds from/to the floor when performing job tasks (e.g. lift up to 100 pound miscellaneous parts; up to 200 pound components; up to 90 pound tools; up to 30 pound batteries; up to 30 pound rotors, clutch; up to 100+ pound iron for fabrication; equipment seats, portable tool box; testing equipment; housekeeping and clean-up; trash can; miscellaneous parts and structural components). *Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

4.) **LEVEL LIFT:** *Lifting weighted objects from between waist and chest height level for a maximum horizontal distance of up to four feet.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Frequent
<b>11-25 pounds:</b>	Occasional
<b>26-35 pounds:</b>	Occasional
<b>36-50 pounds:</b>	Seldom
<b>51-75 pounds:</b>	Seldom
<b>76-100 pounds:</b>	Seldom
<b>Maximum Force: 90 Pounds</b>	

**Assistive Devices:** Hoist, jack, forklift, 4-wheeled cart, hand truck. Additionally, one person assistance is available with weights greater than 90 pounds.

**Comments:** A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, and supplies (e.g. parts, tools, components). The employee lifts items weighing between <1 pounds and 90 pounds when performing job tasks (e.g. lift up to 100 pound miscellaneous parts; up to 200 pound components; up to 90 pound tools; up to 30 pound batteries; up to 30 pound rotors, clutch; up to 100+ pound iron for fabrication; equipment seats, portable tool box; testing equipment; housekeeping and clean-up; trash cans; miscellaneous parts and structural components).

5.) **WEIGHT CARRY:** *Carrying weighted objects between waist and chest height beyond a distance of four feet.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Frequent
<b>11-25 pounds:</b>	Occasional
<b>26-35 pounds:</b>	Seldom
<b>36-50 pounds:</b>	Seldom
<b>51-75 pounds:</b>	Not Required
<b>76-100 pounds:</b>	Not Required
<b>Maximum Force: 50 Pounds</b>	

**Assistive Devices:** Hoist, jack, forklift, 4-wheeled cart, hand truck. Additionally, one person assistance is available with weights greater than 50 pounds.

**Comments:** Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, and supplies (e.g. parts, tools, components). The employee lifts items weighing between <1 pounds and 50 pounds 25+ feet when performing job tasks (e.g. carry hand and power tools; miscellaneous parts and components).

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Occasional
<b>26-35 pounds:</b>	Seldom
<b>36-50 pounds:</b>	Seldom
<b>51-75 pounds:</b>	Not Required
<b>76-100 pounds:</b>	Not Required
<b>Maximum Force: 40 Pounds</b>	

**Assistive Devices:** Hoist, jack - in addition a vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level. Additionally, one person assistance is available with weights greater than 40 pounds.

**Comments:** Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, and supplies (e.g. tools, parts). The employee lifts items weighing between <1 pounds and 40 pounds to a maximum height of 84 inches when performing job tasks (e.g. lift and reach when operating hand or power tools; repair or maintain equipment parts and/or components; manual hoist work on equipment under carriage; up to a 40 pound clutch; miscellaneous parts and equipment components; welding; lubricating). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

<b>MAXIMUM FREQUENCY:</b>	Occasional
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**Comments:** Overhead reach is performed to a maximum height of 84 inches when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls, and supplies (e.g. reach to/from overhead work areas; repair or maintain equipment; remove/replace parts or components; under carriage work on hoist; climb in/out of elevated equipment; inspection of equipment; welding; lubricating; operation of hand or power tools). *A ladder (appropriate height) or step stool may be utilized to bring items to eye or shoulder level. Variables to overhead reaching will be the employee's height and anthropometric reach.*

**8.) FORWARD REACH:****MAXIMUM  
FREQUENCY:** Frequent

**Comments:** Forward reach is performed to a distance of 32 inches when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls, and supplies (e.g. reach to/from laterally or forward at work areas; repair or maintain equipment; remove/replace parts on components; climb in/out equipment; inspect equipment; welding; operation of hand or power tools; drive or operate heavy equipment; tire replacement; operate testing equipment; lubricating; pressure washing; push/pull tool box; bench work). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

**9.) STOOP:****MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Stooping is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls, and supplies (e.g. stoop to reach below waist height at work areas; repair or maintain equipment; remove/replace parts on components; climb in/out equipment; inspect equipment; welding; operation of hand or power tools; drive or operate heavy equipment; tire replacement; operate testing equipment; lubricating; pressure washing). *Variable to stooping will be the employee's height. Stooping of the head, trunk and knees can be minimized or avoided by substituting alternate positions of squatting, kneeling or bending when performing job tasks.*

**10.) SQUAT: (Unloaded)****MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Squatting is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. squat to reach below waist height to repair and maintain equipment; hand or power tool operation; worksite inspection). *Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Partial squatting is a preferred lifting posture.*

**11.) FORWARD BEND:****MAXIMUM  
FREQUENCY:** Frequent

**Comments:** Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. bend to reach near or far below waist height to repair and maintain equipment; hand or power tool operation; worksite inspection). *Maximum forward trunk flexion required is 80 degrees. Employee may when possible avoid excessive forward bending of the trunk up to 80 degrees by using alternate positions of bending at the hips, kneeling, half kneeling, stooping, sitting or squatting.*

**12.) TWIST:****MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. twist to repair and maintain equipment; hand or power tool operation; worksite inspection; drive vehicle). *Twisting at the waist may be minimized by turning the whole body, including the feet.*

13.) **TURN:**

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Turning is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls, and supplies (e.g. turn to repair and maintain equipment; hand or power tool operation; worksite inspection).

14.) **KNEEL:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Kneeling is performed when retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls, and supplies (e.g. kneel to repair and maintain equipment; worksite inspection; operation of hand or power tools; under dash board work; climb on/off creeper). *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.*

15.) **CRAWL:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Crawling is performed when retrieving, returning, storing parts and equipment (e.g. crawl under/in/out for repair and maintenance of equipment; worksite inspection).

16.) **STAIR CLIMB:**

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Stair climb is required in order to go to/from the mezzanine, shop office, 5 steps to/from lubricating pit. Maximum number of 19 steps may be climbed to/from manager's office.

17.) **LADDER CLIMB:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Ladder climbing is performed onto/off of safety ladders or steps to access equipment and supplies (e.g. located 10 feet above floor level (e.g. climb to/from atop heavy equipment; repair and maintain equipment located above head height). *Variables to overhead climbing will vary according to the employee's height and anthropometric reach.*

18.) **WALK:**

**MAXIMUM  
FREQUENCY:** Frequent

**Comments:** Walking is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls, and supplies (e.g. walk to/from worksite; repair and maintain equipment; to/from parts office, tool box, tool bench, testing equipment; equipment inspection; off site service calls; tire replacement; to/from storage garage). Walking length varies between 3 feet and 200+ feet depending on job task.



19.) **SIT:**

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Sitting is performed for a maximum of 45-minute intervals when performing job tasks (e.g. sit to drive to/from off-site road calls; road testing heavy equipment; console and dashboard work). *Specific work tasks may require up to frequent standing and/or walking.*

20.) **STAND: (Static)**

**MAXIMUM  
FREQUENCY:** Frequent

**Comments:** Static standing is performed for a maximum of 30-minute intervals when performing job tasks (e.g. stand for repair and maintenance of equipment; worksite inspection; lubrication; hand and power tool operation; welding, wiring, fabrication assembly, demolition; break down and/or build components; bench work). *Specific work tasks may require up to frequent sitting and/or walking.*

21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Constant

**Comments:** Adequate balance is required for safe walking, standing, climbing, reaching and lifting.

22.) **HAND/FOOT CONTROL:**

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>HAND:</b>	
<b>Right:</b>	Frequent
<b>Left:</b>	Frequent
<b>Both:</b>	Occasional
<b>Either:</b>	Occasional
<b>FOOT:</b>	
<b>Right:</b>	Occasional
<b>Left:</b>	Occasional
<b>Both:</b>	Not Required
<b>Either:</b>	Not Required

**Comments:** Hand controls are utilized to operate equipment (e.g. vehicle, tools, levers) when adjusting controls (e.g. miscellaneous hand and power tools; lever control; come-along; tie-downs; lubricating device; drive vehicle). Foot controls are utilized to operate equipment (e.g. forklift, backhoe, truck, scraper, grader, tractor, striper; loader controls; under hoist transmission jack; drive vehicle).

**23.) UPPER AND LOWER EXTREMITY COORDINATION:**

<u>MAXIMUM REQUIREMENT</u>	
<b>Simple Grasp:</b>	Frequent
<b>Firm Grasp:</b>	Frequent
<b>Fine Manipulation:</b>	Occasional
<b>Eye/Hand Coordination:</b>	Constant
<b>Hand/Foot Coordination:</b>	Occasional

**Comments:** Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls, and supplies (e.g. hand and power tools; parts, components, controls).

**Simple grasping** is utilized to perform job tasks (e.g. lifting or manipulating objects weighing less than 5 pounds; lubricating, repairing, maintaining, equipment; fabricating, wiring, assembling, disassembling, cleaning, sorting, handling miscellaneous parts; drive vehicle).

**Firm grasping** is utilized to perform job tasks (e.g. lifting or manipulating objects weighing less than 5 pounds; lubricating, repairing, maintaining, equipment; fabricating, wiring, assembling, disassembling, cleaning, sorting, handling miscellaneous parts and components).

**Fine manipulation** is utilized to perform job tasks (e.g. handwriting, keyboard, small component work with nuts/bolts, wiring and miscellaneous parts).

**Eye/hand coordination** is utilized to perform job tasks (e.g. repair and maintain equipment; worksite inspection; handwriting, keyboard, small component work with nuts/bolts, wiring and miscellaneous parts; drive vehicle).

**Hand/foot coordination** is utilized to perform job tasks (e.g. operate heavy equipment; metal shear equipment; drive vehicle).

*Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.*

**24.) CERVICAL (NECK) MOVEMENT:**

<u>MAXIMUM REQUIREMENT</u>	
<b>Static Neutral Position:</b>	Frequent
<b>Flexing:</b>	Frequent
<b>Rotating:</b>	Frequent
<b>Extending:</b>	Occasional

**Comments:** Neck movement is required when performing job tasks (e.g. worksite inspection; repairing and maintaining equipment; operating hand, power and testing equipment; drive vehicle). *Participating in observation of work environment allowing for safe working conditions. Full cervical range of motion is required to safely perform the job tasks.*

{End of Report}



# Stanislaus County

## JOB TASK ANALYSIS SUMMARY

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

The following is a summary of the physical demands of the Job Task Analysis that were obtained for the position of:

### MAINTENANCE MECHANIC/HEAVY EQUIPMENT MECHANIC

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> <sup>1</sup>	100 pounds	<i>Stair Climb</i> <sup>1</sup>	Occasional
<i>Pull (Force)</i> <sup>1</sup>	100 pounds	<i>Ladder Climb</i> <sup>1</sup>	Seldom
<i>Stand Up Lift</i> <sup>1</sup>	90 pounds	<i>Walk</i> <sup>1</sup>	Frequent
<i>Level Lift</i> <sup>1</sup>	90 pounds	<i>Sit</i> <sup>1</sup>	Occasional
<i>Weight Carry</i> <sup>1</sup>	50 pounds	<i>Stand (Static)</i> <sup>1</sup>	Frequent
<i>Overhead Lift/Pull Down</i>	40 pounds	<i>Balance</i> <sup>1</sup>	Constant
<i>Overhead Reach</i> <sup>1</sup>	Occasional	<i>Hand Control</i> <sup>1</sup>	Frequent
<i>Forward Reach</i> <sup>1</sup>	Frequent	<i>Foot Control</i> <sup>1</sup>	Occasional
<i>Stoop</i> <sup>1</sup>	Occasional	<i>Simple Grasp</i> <sup>1</sup>	Frequent
<i>Squat (Unloaded)</i>	Seldom	<i>Firm Grasp</i> <sup>1</sup>	Frequent
<i>Forward Bend</i> <sup>1</sup>	Frequent	<i>Fine Manipulation</i> <sup>1</sup>	Occasional
<i>Twist</i> <sup>1</sup>	Occasional	<i>Eye/Hand Coordination</i> <sup>1</sup>	Constant
<i>Turn</i> <sup>1</sup>	Occasional	<i>Hand/Foot Coordination</i> <sup>1</sup>	Occasional
<i>Kneel</i> <sup>1</sup>	Seldom	<i>Cervical (neck) Movement</i> <sup>1</sup>	Frequent
<i>Crawl</i>	Seldom		

<sup>1</sup> The critical demands of the job.

*Lyle Andersen, PT*

\_\_\_\_\_  
 Lyle Andersen, PT, CWCE  
 Preparer Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
 Contact Person  
 Title

Date: \_\_\_\_\_

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 Contact Person  
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Date: \_\_\_\_\_

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LA/au