**JOB DESCRIPTION FORM**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Description** | | | | | | | |
| **Job Title:** | | | **Date:** | | | | |
| **Incumbent:** | | **Employment Status:** | | | | | |
| Regular | | | | q | |
| **Department:** | | Temporary | | | | q | |
| Full-time | | | | q | |
| **Supervisor’s Name/Title:** | | Part-time | | | | q | |
| Intern | | | | q | |
|  | | **Reg. hours worked:** wk | | | | | |
| Exempt q Non-exempt q | | | | | |
| *A position description is written to describe work currently organised and performed by a fully qualified employee (who possesses skills,knowledge, and experience needed for the position). One should be filed for each regular full- and part-time position. Attach a copy of the previous position description prepared for this position.* | | | | | | | |
| ***When was the last time this position description was updated? Date:*** | | | | | | | |
| ***What is the overall purpose and objective of this position (why does the position exist)?*** | | | | | | | |
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|  | | | | | | | |
| ***List in order of importance the major responsibilities of the job and estimate the percentage of time spent on each responsibility (the main function of the job may or may not be the one where the most time is spent).*** | | | | | | | |
| **1.** |  | | |  |  | | % |
|  |  | | |  | |  |
| **2.** |  | | |  | | % |
|  |  | | |  | |  |
| **3.** |  | | |  | | % |
|  |  | | |  | |  |
| **4.** |  | | |  | | % |
|  |  | | |  | |  |
| **5.** |  | | |  | | % |
|  |  | | |  | |  |
| **6.** |  | | |  | | % |
|  |  | | |  | |  |
|  | Total: | | | 100 | | % |
| **Is this position closely, moderately, or minimally supervised?**  **Please explain:** | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Does this position have supervisory responsibility (*i.e.*, responsible for hiring, firing, performance appraisals, etc.)?**  Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list the number and title for positions that directly or indirectly report to this position (*i.e.*, three secretaries, four programmers, etc.): | | | | | | |
| **Does this position have access to confidential information?**  Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: | | | | | | |
| **Does this position have access to or handle company funds?**  Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: | | | | | | |
| **Is it important to this position that the incumbent be able to communicate fluently in English?**  Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: | | | | | | |
| **What kind of work experience (including length of time), training, and/or level of education is necessary for this position?** | | | | | | |
| **List any required technical skills (typing, computer skills, etc.):** | | | | | | |
| **What other special training and/or abilities are necessary to qualify for this position?** | | | | | | |
| **Check any of the following factors that are important to successful performance in this position**: | | | | | | |
| q  q  q | Problem Solving  Analytical Ability  Communication Skills | | | q  q  q | Bilingual  Interpersonal Skills  Dexterity | |
| **Describe the requirements of this position that make these factors important:** | | | | | | |
| **Working Conditions** | | | | | | |
| **Are there particular working conditions associated with this position that should be noted (*i.e.*, working environment, hours of work, travel, work space, etc.)?**  Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: | | | | | | |
| **Analysis of Physical Demands of Position** | | | | | | |
| **Check physical demands that apply.** | | | | | | Describe job responsibilities that require physical demands checked. |
| **1.** | | Strength  a. Standing  Walking  Sitting  b. Lifting  Carrying  Pushing  Pulling | q [X] % of time  q [X] % of time  q [X] % of time  q [X] lbs.  q [X] lbs.  q [X] lbs.  q [X] lbs. | | |  |
| **2.** | | Climbing  Balancing | q  q | | |  |
| **3.** | | Stooping  Kneeling  Crouching  Crawling | q  q  q  q | | |  |
| **4.** | | Reaching  Handling | q  q | | |  |
| **5.** | | Speaking  Hearing | q  q | | |  |
| **6.** | | Seeing  Depth perception  Colour vision | q  q  q  q | | |  |