

F.H. STOLTZE LAND & LUMBER COMPANY

JOB DESCRIPTION/PHYSICAL DEMANDS SUMMARY

A. JOB TITLE: Serviceman - Shop

B. JOB QUALIFICATIONS:

Must be 18 years or older and possess a valid driver's license. Safety performance and attendance are key requirements. Minimum of (1) one year experience in vehicle or heavy equipment maintenance and repair required. Diesel and hydraulic repair and troubleshooting experience preferred. Must be able to operate and maintain equipment such as forklifts, cranes, and loaders and perform routine inspections and maintenance. Must be able to supply own tools and successfully complete and pass pre-employment drug screen and work steps physical.

C. JOB SUMMARY:

Under the supervision of the Shop Foreman, the Serviceman provides routine service and basic maintenance to plant vehicles. Works closely with the Mechanics and Equipment Operators.

D. ESSENTIAL JOB FUNCTIONS:

1. Fuels and services vehicles and equipment, including oil changes, greasing, changing filters and checking for rust and corrosion.
2. Changes oil and filters.
3. Greases all fittings.
4. Pressure washes and cleans all equipment.
5. Changes tires.
6. Installs and removes tire chains.
7. Makes repairs with hand tools, power tools and welding equipment.
8. Inspects vehicles for worn or damaged components and makes repair lists.
9. Maintains filter inventory.
10. Assists with parts inventory management and organization of materials and supplies.
11. Sweeps and cleans the wash rack.
12. Maintains a clean work area.
13. Operates equipment to test repairs and move

E. PERFORMANCE STANDARDS:

1. Demonstrates the ability to promote preventative maintenance.
2. Displays good mechanical aptitudes and skills with both tools and welding equipment.
3. Communicates and works effectively with supervisors and other employees.
4. Demonstrates the ability to work independently, without direct supervision.
5. Demonstrates knowledge of and compliance with safe operating procedures.
6. Demonstrates good performance, safety and attendance.
7. Works well under pressure.
8. Consistently improves skills and knowledge and learns new duties as necessary.
- 9.** Completes reliable and durable repairs in an economic, timely manner.
10. Strong attention to detail and ability to follow instructions
11. Ability to perform heavy lifting and manual labor as required

F. INFREQUENT/MARGINAL JOB FUNCTIONS:

1. Paints vehicles when necessary.
2. Performs other duties as required.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

OCCUPATIONAL HEALTH SERVICES

JOB ANALYSIS/PHYSICAL DEMANDS SUMMARY

EMPLOYEE: _____ EMPLOYER: F.H. STOLTZE LAND & LUMBER COMPANY

JOB TITLE: SERVICEMAN – SHOP

I. PHYSICAL DEMANDS

	Rarely (1 - 5%)	Occasionally (6 - 33%)	Frequently (34 - 66%)	Continuously (67 - 100%)
A. Sitting	<u>X</u> ----- <u>X</u>			
B. Standing			<u>X</u> ----- <u>X</u>	
C. Walking			<u>X</u> ----- <u>X</u>	
D. Driving	<u>X</u> ----- <u>X</u>			
E. Lifting				
1. 0 - 10 lbs.				<u>X</u>
Level	<u>Ranges ground to knee/waist/chest/shoulder overhead</u>			
2. 11 - 20 lbs.		<u>X</u>		
Level	<u>Ranges ground to knee/waist/chest/shoulder/overhead</u>			
See 3. 21 - 35 lbs.		<u>X</u>		
equip- Level	<u>Ranges ground to knee/waist/chest/shoulder/overhead</u>			
ment 4. 36 - 50 lbs.	<u>X</u> ----- <u>X</u>			
list Level	<u>Ranges ground to knee/waist/chest/shoulder/overhead</u>			
*5. 51 - 100 lbs.	<u>X</u> ----- <u>X</u>			
Level	<u>Ranges ground to knee/waist/chest/shoulder/overhead (see comments)</u>			
6. Over 100 lbs.				
Level	<u>N/A</u>			
F. Carrying				
1. 0 - 10 lbs.			<u>X</u>	
Distance	<u>Up to 100 feet- carts, dollies, tables on wheels available as needed</u>			
2. 11 - 20 lbs.	<u>X</u> ----- <u>X</u>			
Distance	<u>Up to 100 feet- carts, dollies, tables on wheels available as needed</u>			
3. 21 - 35 lbs.	<u>X</u> ----- <u>X</u>			
Distance	<u>Up to 100 feet- carts, dollies, tables on wheels available as needed</u>			
4. 36 - 50 lbs.	<u>X</u>			
Distance	<u>Up to 100 feet- carts, dollies, tables on wheels available as needed</u>			
*5. 51 - 100 lbs.	<u>X</u>			
Distance	<u>Up to 100 feet- carts, dollies, tables on wheels available as needed (see comments)</u>			
6. Over 100 lbs.				
Distance	<u>N/A</u>			
G. Push / Pull		<u>X (up to 125# force)</u>	<u>X (up to 50# force)</u>	
Activity / Object	<u>Equipment operation/repair, operating levers, torque wrench (125#), miscellaneous tools</u>			
H. Stooping / Bending		<u>X</u> ----- <u>X (varies daily)</u>		
I. Squatting		<u>X</u> ----- <u>X (varies daily)</u>		
J. Kneeling		<u>X</u> ----- <u>X (varies daily)</u>		
K. Crawling		<u>X</u> ----- <u>X (varies daily)</u>		

L. Twisting	_____	<u>X</u> ----- <u>X (varies daily)</u>	_____
Serviceman - Shop	Rarely (1 - 5%)	Occasionally (6 - 33%)	Frequently (34 - 66%)
			Continuously (67 - 100%)
M. Climbing	_____	<u>X</u> ----- <u>X</u>	_____
Activity	<u>On/off equipment, metal ladders, step stools</u>		
N. Balance	_____	<u>X</u> ----- <u>X</u>	_____
O. Reaching (full arm extension)			
1. Below Waist	_____	<u>X</u>	_____
2. Waist to Chest	_____	_____	<u>X</u>
3. At Shoulder	_____	<u>X</u> ----- <u>X</u>	_____
4. Above Shoulder	_____	<u>X</u>	_____
P. Hands			
1. Simple Grasp	_____	_____	<u>X</u>
2. Firm Grasp	_____	_____	<u>X</u>
3. Fine Manipulating	_____	_____	<u>X</u>
Q. Foot Controls			
1. Right Foot	<u>X</u> ----- <u>X</u>	_____	_____
2. Left Foot	<u>X</u> ----- <u>X</u>	_____	_____
R. Head / Neck			
1. Flexion	Yes <u>X</u>	No _____	
2. Rotation	Yes <u>X</u>	No _____	
S. Talking	Yes <u>X</u>	No _____	
T. Hearing	Yes <u>X</u>	No _____	
U. Vision			
1. Near Acuity	Yes <u>X</u>	No _____	
2. Far Acuity	Yes <u>X</u>	No _____	
3. Depth Perception	Yes <u>X</u>	No _____	
4. Color Vision	Yes <u>X</u>	No _____	
5. Field of Vision	Yes <u>X</u>	No _____	

II. EQUIPMENT Miscellaneous equipment - see equipment list.

III. ENVIRONMENTAL CONDITIONS

- A. Inside 80 % Outside 20 %
- B. Temperature (Non-Weather Related): Normal X Extreme Cold _____ Extreme Heat X
- C. Humidity (Non-Weather Related): Normal X Wet _____ Dry
- D. Hazards: Mechanical X Electrical X Chemical X Burns X Cuts X Noise X Dust X Fumes X
Heights X Moving Machinery X Vibration X Slippery Surfaces X Explosives _____
Other _____
- E. Safety Equipment Required: Eye protection, appropriate footwear, hard hat and safety vests when out of shop, hearing protection as needed

IV. COMMENTS: *Lifts/carries over 50# are assisted when/where possible by use of cart, hoist, forklift, crane or coworker assistance. All lifts/carries over 75# are with device or coworker assistance. Job duties can vary daily depending upon work demands, as may be working under a piece of equipment/vehicle all day, or up/down ladders daily to work on tall pieces of equipment.

EQUIPMENT (SERVICEMAN - SHOP)

LIFT/CARRY

<u>ITEM</u>	<u>WEIGHT</u>	<u>LEVEL LIFTED</u>
Steel bar	10#	Ground to knee/waist/chest
Hydraulic hoses	Up to 15#	Ground to knee/waist/chest/shoulder/overhead
Misc. tools/equipment	Up to 20#	Ground to knee/waist/chest/shoulder/overhead
Chain saw	20 - 25#	Ground to waist
Come-a-Long	20#	Ground to waist/chest/shoulder/overhead
Jacks	6 - 25#	Ground to overhead
Side panel	25#	Ground to shoulder
Propane bottles	40#	Ground to waist
*Acetylene cylinders	40 - 120# (2-person lift = up to 60#)	Waist to chest (tilt, roll, bear-hug)
Hydraulic oil	45#	Ground to knee/waist/chest
Welding equip.	Up to 50#	Ground to waist
*Spare Tire	80# (2-person lift = up to 40#)	Ground to waist
*Oxygen Tanks	80 - 135# (2-person lift = up to 40-67#)	Waist to chest (tilt, roll, bear-hug)
*Misc. equip. parts	Up to 100# (2-person lift = up to 50#) 100 - 150# (2-person lift = up to 75#)	Ground to knee/waist/chest/shoulder/overhead Ground to waist
*Tire chains	125# (2 person lift = up to 62#)	Ground to chest (primarily partial lift only)
*Tire	175# (assistance/device used over 75#)	Ground to waist

PUSH/PULL

<u>ITEM</u>	<u>FORCE REQUIRED</u>
Equipment levers	Up to 30# force
Side panel	30# force
Hand tools, wrenches, pry bars, parts, tires	Up to 100# force
Torque wrench	Up to 125# force

***Lifts/carries over 50# are assisted when/where possible by use of cart, hoist, forklift, crane or coworker assistance. All lifts/carries over 75# are with device or coworker assistance.**

OCCUPATIONAL HEALTH SERVICES

EMPLOYEE: _____

EMPLOYER REVIEW:

The attached Job Analysis represents an accurate description of job duties and physical demands for the position of:

Serviceman – Shop

Employer Representative

Date

Employee Representative

Date

MEDICAL REVIEW:

Physician: Approval without restrictions _____ Disapproval _____

Physician approval with restrictions: Temporary _____ Permanent _____

If temporary, when do you anticipate permanent restrictions? _____

Physician Comments: _____

Physician Signature

Date

Physical/Occupational Therapist: Approval _____ Disapproval _____

Physical/Occupational Therapist Comments: _____

Physical/Occupational Therapist Signature

Date