

# **F.H. STOLTZE LAND & LUMBER COMPANY**

## **JOB DESCRIPTION/PHYSICAL DEMANDS SUMMARY**

**A. JOB TITLE: Mechanic II - Shop**

**B. JOB QUALIFICATIONS:**

High school graduate or equivalent required, with formal training and/or extensive experience in welding and hydraulics required. Must have three years' experience in vehicle and heavy equipment maintenance and repair. Diesel and hydraulic repair and troubleshooting experience preferred. Must have own hand tools. Familiarity with computers required.

**C. JOB SUMMARY:**

Under the supervision of the Shop Foreman, the Mechanic repairs and maintains all equipment to minimize cost and maximize production and efficiency. Works closely with other mechanics and equipment operators.

**D. ESSENTIAL JOB FUNCTIONS:**

1. Troubleshoots problems, making economical and durable repairs.
2. Uses hand and power tools to change parts.
3. Welds broken components.
4. Fuels and services vehicles and equipment, including oil changes, greasing, changing filters and checking for rust and corrosion.
5. Changes tires and tire chains.
6. Troubleshoots and repairs electrical and hydraulic systems, diesel and gasoline engines, transmissions and drive trains.
7. Operates equipment to test repairs and diagnosis problems.
8. Listens for messages from the logging crew over the short-wave radio
9. Performs regular data entry and retrieval on the equipment computer records
10. Repairs and maintains mobile radios in equipment and vehicles.
11. Orders parts as needed/required.
12. Able to follow fleet maintenance directions and work independently
13. Maintains a clean work area.

**E. INFREQUENT/MARGINAL JOB FUNCTIONS**

1. Paints equipment.
2. Operates heavy equipment.
3. Performs other duties as required.

**F. PERFORMANCE STANDARDS**

1. Demonstrates the willingness to update knowledge and skills on a regular basis.
2. Completes reliable and durable repairs in an economic, timely manner.
3. Demonstrates extensive knowledge of all equipment systems.
4. Demonstrates knowledge of and compliance with safe operating procedures.
5. Demonstrates the ability to work independently, as well as communicate and work effectively with supervisors and other employees.
6. Promotes preventative maintenance.
7. Demonstrates good performance, safety and attendance.
8. Works well under pressure.
9. Demonstrates the ability to competently operate diagnostic tools, such as a multi-meter.

*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: MECHANIC II - 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	N/A			
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	N/A			
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>	_____
<b>Mechanic - Shop</b>	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: Eve 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 a tall pieces of equipment.

**EQUIPMENT (MECHANIC)**

**LIFT/CARRY**

<b><u>ITEM</u></b>	<b><u>WEIGHT</u></b>	<b><u>LEVEL LIIFTED</u></b>
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 (2 person lift)	40 - 120#	Ground to knee/waist chest
Hydraulic oil	45#	Ground to knee/waist/chest
Welding equip.	Up to 50#	Ground to waist
*Spare Tires	Up to 80#	Ground to waist
*Oxygen Tanks	80 - 135#	Ground to 24"
*Misc. equip. parts	Up to 100 100 - 150#	Ground to knee/waist/chest/shoulder/overhead Ground to waist *(with assistance over 75#)
*Tire chains (2 person lift)	125#	Ground to chest
*Tire (2 person lift)	175#	Ground to waist

**\*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.**

**EQUIPMENT  
PUSH/PULL**

**ITEM**

**FORCE REQUIRED**

Equipment levers	Up to 30#
Side panel	#30
Hand tools, wrenches, pry bars	Up to 100#
Torque wrench	Up to 125#

**OCCUPATIONAL HEALTH SERVICES**

EMPLOYEE: \_\_\_\_\_

**EMPLOYER REVIEW:**

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

**Mechanic II– 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

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**Physical/Occupational Therapist:** Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Physical/Occupational Therapist Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Physical/Occupational Therapist Signature

\_\_\_\_\_  
Date