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| Job Title | | Date Prepared: | | |
| Incumbent Name: | | Division/Department: | | |
| Reports to:  (Title & Name) |  | | | |
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| 1. Job Purpose (See guide section B) | | | | |
| *Job Purpose* | | | | |
|  | | | | |
| 1. Key Job Functions (See guide section C) | | | | % of Workweek Spent  on Function |
| 1. *Job Function* | | | |  |
| 2. *Job Function* | | | |  |
| 3. *Job Function* | | | |  |
| 4. *Job Function* | | | |  |
| 5. *Job Function* | | | |  |
| 6. *Job Function* | | | |  |

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| 1. Organization Structure (See guide section D) |
| *Organization structure* |

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| 1. Decision Making and Authority (See guide section E) | |
| Decisions Made by the position   * *Decisions made by the position* | Recommendations Made by the position   * *Recommendations made by the position* |

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| 1. Skills/Knowledge/Experience/Education required (See guide section F) |
| ***Essential Qualifications***  ***Preferred Qualifications*** |

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| 1. Quantitative Data (See guide section G) If Applicable |
| Number of Staff Supervised Directly *##* Indirectly  *##* Total  *##*  Annual Operating Expense Budget (20 *##* ) $ *X,XXX.XX*  Other Quantitative Information (Please Specify) |
| *Other quantitative information (if applicable)* |

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| 1. Other Comments (See guide section H) |
| *Other comments (if applicable)* |

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| 1. Working Conditions (See guide section I) Please tick the appropriate box | |
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| ***Physical Effort***  A. Frequent periods are spent standing or sitting in the same location with some opportunity to move about. Occasionally required to stoop or lift light material or equipment.  B. Almost continuously sitting in the same position or standing/walking. Frequent requirement to lift/handle material or equipment of moderate weight. | C. Regular periods during which there is continuous physical exertion required, e.g., walking, standing, stooping,climbing, lifting material or equipment, some of which may be heavy or awkward.  D. Almost continuously engaged in one or more strenuous physical activities simultaneously, e.g., climbing, walking, carrying heavy and/or awkward material or equipment. Work may be performed in confined spaces and/or awkward positions. |

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| ***Physical Environment***  A. Located in a comfortable indoor area. Conditions could produce mild discomfort on occasion, e.g., dust, moderate noise.  B. Occasional exposure to factors such as temperature extremes, moving machinery, noise and fumes which cause noticeable discomfort. | C. Almost constant exposure to factors such as temperature variations/extremes, fumes, moving machinery, humidity and toxic materials which cause frequent periods of extreme discomfort and/or a noticeable risk of accident or illness which cannot be eliminated from the job.  D. In addition to constant or frequent expose to factors causing extreme discomfort, there is regular exposure to factors which carry an extreme risk of accident or illness which cannot be eliminated from the job. |

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| ***Sensory Attention***  A. Occasional need to give moderate attention, either hearing or seeing, to what is happening.  B. Regular need to give close attention, either hearing or seeing, to what is happening. | C. Frequent need to give concentrated attention, with one or two senses at a time, where stimuli are changing.  D. Almost constant need to give concentrated attention where multiple stimuli are changing quickly and where two or more senses - hearing, seeing, touching, tasting - must be used in co-ordination. |

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| ***Mental Stress***  A. There is some modest pressure from deadlines or other productivity standards. Work is somewhat repetitious.  B. Work and Environment are very repetitious/unchanging. There is noticeable pressure from deadlines, production quotas, accuracy or similar demands. Unpleasant situations are probable. | C. There is continuous pressure from deadlines, production quotas, accuracy or similar demands. Unpleasant contacts and/or concern about unpleasant situations are frequent. Moderate disruption of family/social life.  D. There is almost continuous occurrence of some combination of a strong demand for results, multiple demands made simultaneously for important decisions/actions, possible exposure to public criticism, confrontation or other unpleasant situations and/or contacts. Family/social life is disrupted regularly. Positive results and a sense of accomplishment may be infrequent. |

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|  | **Incumbent’s Signature** |  | **Date** |
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|  | **Immediate Supervisor/ Manager** |  | **Date** |
|  |  |  |  |
|  | **Human Resources** |  | **Date** |