City of Clarksville
Essential Function and Job Analysis Form

Job Title | **Date**

Short Description | **EF CODE**

Physical Requirements Maximum Hours/Day	0	2	4	6	8	Physical Requirements Maximum Hours/Day	0	2	4	6	8
Heavy carrying – 45 lbs +	☐	☐	☐	☐	☐	Heavy lifting – 45 lbs +	☐	☐	☐	☐	☐
Moderate carrying – 15-44 lbs	☐	☐	☐	☐	☐	Moderate lifting – 15-44 lbs	☐	☐	☐	☐	☐
Carrying – under 15 lbs	☐	☐	☐	☐	☐	Lifting under 15 lbs	☐	☐	☐	☐	☐
Straight pulling of objects	☐	☐	☐	☐	☐	Standing	☐	☐	☐	☐	☐
Pulling hand over hand	☐	☐	☐	☐	☐	Sitting	☐	☐	☐	☐	☐
Repeated bending / Stooping	☐	☐	☐	☐	☐	Crawling / kneeling	☐	☐	☐	☐	☐
Reaching above shoulder	☐	☐	☐	☐	☐	Kneeling	☐	☐	☐	☐	☐
Grasping – one hand	☐	☐	☐	☐	☐	Climbing stairs/ladder	☐	☐	☐	☐	☐
Grasping – both hands	☐	☐	☐	☐	☐	Pushing	☐	☐	☐	☐	☐
Walking	☐	☐	☐	☐	☐	Other:	☐	☐	☐	☐	☐

Environment Requirements		Remarks / Adaptations
Outdoors - all seasons	☐	
Exposure to dust / fumes	☐	
Exposure to heat / cold	☐	
Exposure to water	☐	
Exposure to noise	☐	
Exposure to vibration	☐	
	☐	

Cognitive Skills		Remarks / Adaptations
Advanced math skills	☐	
Basic math skills	☐	
Problem solving / Reasoning	☐	
Reading technical documents	☐	
Reading – newspaper level	☐	
Special language skills	☐	
Interpersonal speaking	☐	
Public speaking	☐	
Independent work	☐	
Ability to supervise others	☐	
Ability to work with others	☐	
Ability to drive (non-CDL)	☐	
Ability to drive (CDL)	☐	
Use of firearm	☐	
Use of power tools	☐	
Ability to see objects	☐	
Ability to hear speech	☐	

Comments: