

PHYSICAL DEMANDS

Job Title: Mail Clerk, Mail Supervisor & Seasonal Mail Clerk (Part Time)					Position #: 000364
Hours: Full Time		Breaks: 30 min x 1 & 10 min x 2			Overtime: 4 x Saturday's in September for 3 ½ hrs
Equipment: Large Scanner, small scanner, pen, computer, Gator, hand truck, cart. Closed toe and closed heel shoes required.					
Work Environment: 80% indoors 20% outdoors (mostly concrete surfaces). Seasonal Mail Clerk: 50% indoors & outdoors.					
Task	R	O	F	C	Description
Lift (lbs)	50	35	< 5		Unpredictable variety of items e.g.; futons, bikes, suitcases etc. Clerk needs to be able to *lift 50 lbs in order to be safe and efficient in this job. Advised to ask for assistance for heavier items. *Lifting mail from floor to as high as 75". *Lifting parcels/boxes from 42" loading dock or 34" high conveyor belt or to floor.
Carry (lbs)	50	35	<5		*Carry mail bin up to 40 yards. *Occasional carrying up/down small flights of steps. *Carry bundles of mail in/out buildings. One handed carrying can be used for mail bundles or bins, but two hands will be needed for large packages. Hand truck and cart available to address long/heavy carrying mail center.
Push (lbs)		30	10		*Pushing parcels/boxes along conveyor belt. Conveyor belt is 34" high and 24" wide. This can be intermittently for 3 ½ hours per day. *Pushing 4 wheeled cart loaded with mail short distances (15-20 ft) within mail center building. Concrete floor, level surface. Up to 20 lbs of push force required.
Pull (lbs)		30			*occasional pulling of mail cart. Pulling mail boxes across floor from a stooped position. Up to 30 lbs of pull force required.
Sit		X			Sit or stand to process packages at computer (2 x 1 ½ hours each day). *Driving Gator for 1 ½ hours intermittently per day to deliver mail or 3 ½ hours intermittently for seasonal mail clerk. Driving is for short distances with frequent stops to get in/out of vehicle. Passing college driving test is required.
Stand/Walk				X	*Most standing is dynamic involving walking (frequent). Occasional periods of static standing at computer can be accommodated by sitting. Standing and walking on mostly concrete floors, some anti fatigue mats available. Walking outside in seasonal conditions (snow & ice) is for short distances (< 20 yards). All walking outside is on concrete pathways.
Bend/Squat		X			*Bend or squat to lift items to/from low surfaces. Bend/squat to read labels, use scanner or write on parcels on floor and to place mail in pigeon holes. Can accommodate by crouching or kneeling.
Crouch/Kneel	X				*To read parcel labels & write on or scan boxes placed on the floor. Can accommodate by bending, squatting.
Twist/Turn			X		*Most turning would be from 0-90 degrees. Turning from 0-180 degrees on an occasional basis. The option of moving feet rather than twisting is always available.
Climb		X			*Occasional climbing of small flights (< 8 steps) of stairs inside/outside of buildings. Not all flights will have a handrail. Shorter workers may need to climb step stool to reach shelves in mail center on an occasional basis. Seasonal mail clerk may climb up to 2 flights of stairs at one time.
Reach			X		*Most reaching is within 15" (near range). Reaching forward a distance of 18-20" can be frequent when placing mail in pigeon holes. Occasional reaching up to 75" high shelves or 71" pigeon holes. Step stool available and 18" high bottom shelf available to step on to reach higher locations.
Handle (gross)		X			*Two handed handling of packages and boxes. *Driving Gator. *Pushing cart. *Using scanners. Occasional bending of the wrist when scanning boxes.
Finger (fine)			X		*Two handed sorting of mail. *Writing with pen. *Using scanners. Supervisor will use the computer for 1-3 hours per day, the mail clerk for 1-1 ½ hours per day.
Foot			X		*Operation of brake and accelerator pedals intermittently over a 1 ½ hour duration when driving Gator. The seasonal mail clerk will drive Gator for 3 ½ hours per day.
Balance		X			*Walking on wet, snow covered or icy surfaces on a seasonal basis. Climbing a step ladder (2 step) or *small flight of stairs while holding a box or parcel in two hands on an occasional basis.
Senses					*Sight (constant), *touch (constant), hearing (frequent).

Rare (R)	1 - 10%	1 - 5 min/hr	< 1 hr/day
Occasional (O)	11 - 33%	6 - 20 min/hr	1 - 2 ½ hr/day
Frequent (F)	34 - 66%	21 - 40 min/hr	2 ½ - 5 ½ hr/day
Constant (C)	67 - 100%	41 - 60 min/hr	> 5 ½ hr/day

*Denotes Essential Work Function

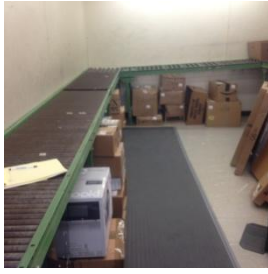
Evaluator: Mark Coleman, OTR/L

Date: 09/23/16

Work Environment & Equipment



Mail Reception Area



Conveyor Belt



Parcel Shelves



Mail Shelves



Mail Pigeon Holes



Gator



Large Scanner



Small Scanner



Mail Bin & Cart



Hand Truck