

Job Description

POSITION: Mechanic

DATE: 6/9/08

EMPLOYER: Archdiocese of Milwaukee

HOURS: Eight (8) hours per shift; overtime on weekends as needed.

DEPARTMENT: Catholic Cemetery

BREAKS: Two 15-minute breaks, one 30-minute lunch

REVISION DATE:

REVISION NUMBER:

The contents of this document describe the physical and environmental conditions of the above stated job title / employer. The Appendix provides a glossary of terms that further describes information in those sections/terms marked with an asterisk.

JOB SUMMARY: Maintain/service all equipment for cemetery. This includes trucks, mowers, rototillers, trimmers, etc. Assists General Laborer I and II positions on weekdays and weekends as work flow requires. There are two mechanics employed by the Archdiocese of Milwaukee – Catholic Cemetery. Each mechanic is responsible for equipment at 3-5 cemeteries, plus some other inactive cemetery properties. All are expected to be able to the physical requirements within this job description.

PHYSICAL DEMAND LEVEL*: Medium to heavy

EQUIVALENT MET LEVEL*: 4.5-9.0 METs

(1 MET = O₂ consumption at rest)

QUALIFICATIONS:

ESSENTIAL JOB REQUIREMENTS

PERCENT OF SHIFT*

- | | |
|---|--------|
| 1. Service lawn equipment (change blades on mowers, repair string trimmers, etc.) | 34-66% |
| 2. Service heavy duty equipment (trucks, tractors) | 0-33% |
| 3. Purchase and pick up parts for servicing lawn and heavy duty equipment | 0-335% |
| 4. Research/recommend equipment in need of replacing | 0-33% |

NONESSENTIAL JOB REQUIREMENTS

PERCENT OF SHIFT*

- | | |
|--|------------|
| 1. Other miscellaneous job tasks as assigned | Up to 100% |
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PHYSICAL REQUIREMENTS

LIFTING/CARRYING

<u>OBJECT</u>	<u>WEIGHT</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Heavy duty equipment battery	40 pounds	Occasional	Generally handled between floor and chest level. Placing into engine compartment of truck requires reaching with arms extended while lifting or lowering. Carried for a distance of up to ~ 10-20 feet.
Tractor starter	25 pounds	Occasional	Handled while lying on back underneath vehicle. Starter is held with one hand while securing bolts with the other. Carried for a distance of up to ~ 10-20 feet.
Impact	5 pounds	Occasional	Handled between floor and overhead position. May be held in position for several seconds at one time. Carried for a distance of up to 10-20 feet.
Chainsaw	22 pounds	Occasional	Handled between floor and overhead. Carried for a distance of up to 100 feet.
Bag of Floor Dri	25 pounds	Occasional	Handled between floor and waist level; poured into a barrel at approximately 30". Carried for a distance of up to approximately 50'.
Bags of salt, fertilizer	50 pounds	Occasional	Handled between pallets and back of truck (40"). Carried for a distance of up to approximately 15'.

PUSHING/PULLING

(Measured by the required force to move the object; not the weight of the object [s])

<u>OBJECT</u>	<u>FORCE</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Large tractor tire	Unable to measure	Occasional	Large tractor tire pushed into place using plank/board for leverage.
Starter on chainsaw	Unable to measure; described as heavy/difficult	Occasional	Performed while in a forward bent position, using a bent-over rowing motion.
Hand tools (i.e. wrenches, etc.)	Heavy to very heavy	Occasional	Examples include loosening bolts to change blade on riding lawnmower. Performed with upper extremities in various positions, while standing, sitting, kneeling, laying on back, etc.

OTHER PHYSICAL REQUIREMENTS

<u>ACTIVITY</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Standing	Occasional	On concrete, along with uneven surfaces such as gravel or grass. May stand on wheel step (for up to several minutes at a time).
Walking	Occasional	Generally within mechanics shop. May walk cemetery grounds to assist other cemetery workers in their job tasks.
Sitting	Occasional	On floor of shop, on mechanic's stool, riding in truck to pick up parts.
Bending / Twisting	Occasional	While sitting on stool (i.e. under vehicles or equipment). While starting chainsaw on ground. Performing engine work. May stand in a forward bent and/or twisted position for up to 3-4 minutes at one while, for example, while working under dashboard of vehicle.
Kneeling	Occasional	For equipment repair (i.e. riding lawnmowers, while changing blade).
Squatting	Occasional	For equipment repair (i.e. riding lawnmowers, while changing blade).
Crouching	Occasional	For equipment repair (i.e. riding lawnmowers, while changing blade).
Crawling	N/A	N/A
Climbing	Occasional	On stepladder or extension ladder. Onto backhoe, mowers, into truck.
Balancing	Occasional	On step or extension ladders. Using wheel steps.

Reaching Vertically	Occasional	While using miscellaneous hand tools and working underneath vehicles/equipment. While lying on back and reaching vertically to work underneath vehicle. Generally does not exceed more than 1 minute at a time.
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OTHER PHYSICAL REQUIREMENTS (continued)

<u>ACTIVITY</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Reaching Horizontally	Occasional	With operation of chainsaw, reaching into engine for repairs/maintenance (i.e. changing spark plugs). Maintain position for anywhere between 5 seconds to 3-4 minutes at one time.
Handling	Frequent	Performing variety of bilateral tasks (i.e. using 2 wrenches to loosen bolt). Grasping pneumatic hand tools, snow blowers, chainsaws, impact, welding torch, chains for hoist, miscellaneous hand tools, pressure washer, floor jack, pallet jack), machine/vehicle parts, tire machine, auto-grease machine, trimmers, lawn mowers, etc.
Fingering	Occasional	Nuts and bolts, gaskets, and paperwork.
Hand / Eye Coordination	Frequent	Using all tools (pneumatic, miscellaneous hand tools), welding, operation of snowblower and plow, maintenance and mechanical work on heavy duty and lawn equipment.
Lying on back	Occasional	To work underneath vehicles/equipment.

SENSORY REQUIREMENTS

Near Acuity:	Required for handling small parts, reading, and visualizing repair/maintenance work.
Far Acuity:	Required for assessing cutting quality of mowers, driving, and operation of snowplow.
Color Vision:	Required for color coding of wires, assessing leaks from vehicles (i.e. color of liquid).
Depth Perception:	Required for driving, snowplowing.
Hearing:	Required for diagnosing problems with equipment/engines (bearing, pulleys). Use of radio to communicate with colleagues/supervisor.
Feeling:	Required to work underneath dashboard and in engine compartment.
Smell:	Required for detecting engine overheating, coolants, and transmission fluid.

ENVIRONMENTAL CONDITIONS

Inside:	80%. Within mechanics garage and driving.
Outside:	20%. Under all weather conditions.

Extreme Heat: With operation of blowtorch. Also when working on engine that needs to be testing/diagnosed with engine at working temperature.

Extreme Cold: Seasonal dependent.

Humidity: Seasonal dependent.

ENVIRONMENTAL CONDITIONS (continued)

Noise Intensity Level: Variable. Ranges from conversation level up to very loud when operating engines, snowblower, grinder, and running other pieces of equipment within the garage.

Vibration: Grinder (hand grinder), snowblower, chainsaw, impact, pneumatic tools, pressure washer.

Proximity to Moving / Mechanical Parts: Engine (running), mower decks, equipment on chains/hoist.

Atmospheric Conditions: Garage fumes (gasoline, oil, grease, etc.), fertilizers/herbicides.

Exposure to Electrical Shock: Spark plug wires.

Elevated Surfaces: Ladders (step and extension), wheel step.

Exposure to Chemical Hazards: See MSDS.

Lighting: Generally adequate. May use accessory lighting.

Sharp Objects: Box cutter, pocket knife, some parts for servicing equipment/vehicles.

Confined Work Spaces: Beneath dashboard of vehicle, underneath vehicle/equipment

EQUIPMENT

Safety Equipment: Safety shoes, safety glasses, welding shield, gloves, protective/flame retardant clothing.

Tools / Other Equipment Used: Hoist, impact, magnifying glass, grinder, chainsaw, hand tools, pneumatic tools, ramps, pressure washers, mechanics creeper and stool, welding torch, MIG welder, arc welder, soldering gun, pallet jack, floor jack, engine crane, hand cart, drill press, anvil, auto-grease machine, and tire machine.

 Date

 Date

APPENDIX

PHYSICAL DEMAND LEVEL:

Category	Description
Sedentary work	Exerting up to 10 lbs. of force occasionally (up to 1/3 of the time) and / or a negligible force frequently (1/3 to 2/3 of the time) to move objects. May involve walking or standing for brief periods of time.
Light work	Exerting up to 20 lbs. of force occasionally, and / or 10 lbs. of force frequently, and / or a negligible force constantly (more than 2/3 of the time) to move objects. May involve walking or standing to a significant degree.
Medium work	Exerting 20 to 50 lbs. of force occasionally, and / or 10 to 25 lbs. of force frequently, and / or greater than a negligible force up to 10 lbs. constantly to move objects.
Heavy work	Exerting 50 to 100 lbs. of force occasionally, and / or 25 to 50 lbs. of force frequently, and / or 10 to 20 lbs. constantly to move objects.
Very Heavy work	Exerting in excess of 100 lbs. of force occasionally, and / or in excess of 50 lbs. of force frequently, and / or in excess of 20 lbs. constantly to move objects.

EQUIVALENT MET LEVEL:

Metabolic equivalents (METs) are used to compare the energy cost of various activities to the resting state. Various activities can be assigned MET levels to reflect the approximate amount of energy that may be expended performing that activity. Individual variability plays a role in how an activity is accomplished, thus affecting the amount of energy used to perform that activity. MET levels, therefore, should be considered guidelines. The following table provides examples of occupational activities and the approximate amount of energy (or MET):

<u>Activity</u>	<u>METS</u>
Desk work	1.5-2
Housekeeping (heavy: scrubbing, making beds)	3-6
Carrying 80# load	7-8
Shoveling	6-10+

Source: The Rehabilitation Specialist's Handbook, Rothstein JM, Roy SH, Wolf SG. Philadelphia: F.A. Davis Co. 1991.

PERCENT OF SHIFT OR FREQUENCY:

U.S. Department of Labor terminology categorizes the percent of shift an activity is performed using the following categories:

<u>Category</u>	<u>Percent of shift</u>	<u>Minutes per 8 hour shift</u>
Rarely	0 to 1%	0 to 5 minutes

Infrequently	1.25 to 6%	6 to 25 minutes
Occasionally	6.25 to 32%	26 minutes to 2.5 hours
Frequently	32.5 to 65%	2.6 to 5.25 hours
Constantly	65 to 100 %	5.26 to 8 hours

September 2002