

AMERICANS WITH DISABILITIES ACT/HAZARDOUS WASTE POSITION DESCRIPTION FORM

Position Title: _____ Location: _____
 Department: _____ Line Item #(s): _____

Person Completing This Form: _____

Please list below the essential functions of the position which can often be taken from the performance program of the previous incumbent. An essential function is a job duty that can not be easily assigned to other staff and would present significant consequences if not completed. The position exists to perform the essential functions.

Job Function No.	Essential Duties and Responsibilities	Approximate % of Time
1.		
2.		
3.		
4.		
5.		

For Office Use Only
ADA Form #: _____
Received: _____
Reviewed: _____
Action: _____
Edit _____
Accept _____

- List Machines, equipment, devices, tools used in job performance

- List any education, special certification, licenses, or skills required.

Complete this section indicating the frequency of the physical and environmental demands required of the incumbent in the performance of the essential functions. If checked, list job function number and frequency.

Physical and Environmental Demands	Check if Required	Job Function #	Frequency (S- seldom, O – occasionally, F – frequently)
Standing/Walking	<input type="checkbox"/>		
Sitting	<input type="checkbox"/>		
Bending/Stooping	<input type="checkbox"/>		
Stretching	<input type="checkbox"/>		
Climbing	<input type="checkbox"/>		
Manual Finger Dexterity	<input type="checkbox"/>		
Eye/Hand Coordination	<input type="checkbox"/>		
Vision: Normal Range (with or without corrective lenses)	<input type="checkbox"/>		
Hearing: Normal Range	<input type="checkbox"/>		
Speaking	<input type="checkbox"/>		
Lifting/Moving: pushing/pulling - Light (up to 25lbs.)	<input type="checkbox"/>		
Lifting/Moving: pushing/pulling - Moderate (26 to 50lbs.)	<input type="checkbox"/>		
Lifting/Moving: pushing/pulling - Heavy (over 50lbs.)	<input type="checkbox"/>		
Strenuous Physical Effort	<input type="checkbox"/>		
High Degree of Concentration	<input type="checkbox"/>		
Moderate Pressure or Tension (complex problem solving, interruptions, +/- distractions, etc.)	<input type="checkbox"/>		
Exposure to communicable disease, body fluids	<input type="checkbox"/>		
Exposure to excessive noise	<input type="checkbox"/>		
Exposure to excessive temperatures (e.g. boiler room, freezers)	<input type="checkbox"/>		
**Exposure to hazardous materials (<i>if checked, must complete page three (3)</i>)	<input type="checkbox"/>		
Exposure to hazardous equipment, tools	<input type="checkbox"/>		
Exposure to outdoor work, inclement weather	<input type="checkbox"/>		
Exposure to animals and/or chemical dust	<input type="checkbox"/>		

Hazardous Waste Management Description

Does this position require exposure to hazardous waste?

- Yes, please complete this page No, no further action required

Requisite Education:	
Hazardous Waste Duties: <i>(check all those that apply)</i>	
<input type="checkbox"/>	Accumulation Area Operator: operates 90-day accumulation area, including labeling and monitoring for housekeeping and closure of containers. Must learn correct labeling, storage requirements, inspection methods (including what to inspect for), and spill response procedures.
<input type="checkbox"/>	Manager: oversees hazardous waste operations, including interpreting and tracking regulations, assigning job classifications, ensuring completion of contingency plans, ensuring that training is provided, etc. Must be knowledgeable of hazardous waste regulations as they apply to facility.
<input type="checkbox"/>	Manifesting and Shipping: prepares waste for shipping, including preparation of manifest and land disposal forms and tracking of return forms. Must learn correct procedures for preparation and approval of manifests and land disposal forms and DOT procedures for shipment of hazardous waste.
<input type="checkbox"/>	Mover of Waste: moves waste from satellite areas to central storage and/or from storage to shipping. Must learn correct procedures for this task, including correct re-labeling operations, rules for container closure, and spill response.
<input type="checkbox"/>	Satellite Area Operator: operates satellite area, including labeling and monitoring for housekeeping and closure of containers. Must learn correct procedures for this task, including correct labeling operations, rules for container closure, spill response and storage requirements.
<input type="checkbox"/>	Waste Generation and Disposal: operates or works with a process that generates hazardous waste. Must properly learn and understand methods of sorting and disposal.
<input type="checkbox"/>	Waste Identification: identifies and classifies hazardous wastes. Must know details of state and federal regulation for hazardous waste classification for waste materials generated or likely to be generated at this site.