**Functional Job Description:**

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| **Company:** | Bluestem Brands, Inc. | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Engineering Time Study Tech\IMG_3231.JPG | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Engineering Time Study Tech\IMG_3228.JPG |
| **Job Title:** | Engineering Time Study Tech |
| **Date:** | 3-20-13 |
| **Dept/Facility:** | West DC, St. Cloud, MN |
| **Product Section:** | Engineering |
| **Electronic Doc. #** | FJD Engineering Time Study Tech 4-2013 |

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| **Work Hours** | **Overtime:** | Voluntary and/or mandatory per production requirements. | **Breaks:** | 10 minutes every two hours, one 30 minute lunch break. |
| **Shift:** | **Days of week:** | **Time:** |
| First  | Monday – Friday | 8:00 AM to 4:30 PM |

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| **Job Rotation** | Yes |

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| **Job Training or Credentials Required at Hire** | **Education/ training:** | High school diploma, technical degree preferred. |
| **Knowledge/ cognitive skills:** | Basic math, reading, writing and oral communication skills preferred. Ability to organize work tasks and work independently or as part of a team. PC skills in Microsoft Office. Prior experience in methods improvement. |

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| **Machines, Tools, Equipment Used** | Stopwatch, pen, clipboard, calculator, handheld PDA, PC, headset (voice), EZ-GO |

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| **Job Purpose/ Objectives** | Identifies accurate and specific process requirements to establish new and revised activities in order to develop time study data and/or apply predetermined standard data for labor standards as a basis for work measurement. |

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| **Safety and Personal Protective Equipment Required****\*Available** | [ ]  Hard Hat | [x]  Steel Toe Footwear | [ ]  Safety Glasses | Gloves: |
| [ ]  Face Shield | [ ]  Protective Clothing | [ ]  Safety Glasses/Side Shields | [ ]  Leather |
| [ ]  Dust Mask | [ ]  Safety Vest[x]  Fall Protection Harness[x]  Back Support\* | [ ]  Safety Goggles[x]  Hearing Protection\*[x]  Compensatory methods to mitigate heat | [x]  Rubberized/cloth\*[ ]  Chemical  |

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| **Safety/ Equipment Training/ Certification Required** | [x]  Daily Meeting and Stretch Breaks (includes:) | Industrial Truck Training  | OSHA Training (Rules and Regulations) |
| * Safety Topics
 | [x]  EZ-Go | [x]  New Hire Safety Orientation |
| * Safety Policies
 | [ ]  Walkie-Rider | [ ]  Right to Know |
| * Questions & Answers
 | [ ]  Pallet Jack | [ ]  Lockout/Tag Out |
| * Review Safety Committee Minutes
 | [ ]  Forklift (sit down) | [ ]  Regulated Materials Training (ORM-D)[x]  Supervisor Safety Updates |
| [ ]  Stand-up Reach Truck |
| [ ]  Order Picker |

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| **Functional Job Elements**  | **% of Shift** |
| 1. Standards development/maintenance:
	1. Observe tasks to define method
	2. Works on the floor as well as elevated position
	3. Use stopwatch attached to clipboard to time activities (weight of clipboard/stopwatch less than 5 lbs.)
	4. Fill out form attached to clipboard
	5. May also use a handheld PDA for data collection
	6. Observes multiple individuals
	7. Body positions include standing, walking and sitting
	8. May operate EZ-GO for transportation in the DC as well as collect data while standing on the EZ-GO
	9. Typically about 4 to 5 hours/day
 | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Engineering Time Study Tech\IMG_3231.JPG | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Engineering Time Study Tech\IMG_3228.JPG | **60** |
| L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Engineering Time Study Tech\IMG_3232.JPG | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Engineering Time Study Tech\IMG_3236.JPG |
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| L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Engineering Time Study Tech\EZGO1.JPG | L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Engineering Time Study Tech\EZGO.JPG |
| 1. Inputs data into computer:
	1. In the office, sits at the desk entering data into the computer
	2. Weekly reporting duties
	3. Typically about 3 to 4 hours/day
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| **Physical Factors** |

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| **Manual Material Handling** |
| ***(lbs)*** | **Floor-Knuckle (0” to 30”)** |  | **Knuckle-Chest (30” to 50”)** |  | **Chest-Overhead****( > 50”)** |  | **Carry - Two Hands; Front** |  | **Carry - One Hand; Side** |  | **Push** |  | **Pull** |
| ***100*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***75*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***50*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***25*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***15*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***10*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***5*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Exp** | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |  | **N** | **R** | **O** | **F** | **C** |

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| **Postures/Movements** |  | **Head/Neck** |
| **Exp** | **Sit** | **Stand** | **Walk** | **Bal** | **Stairs** | **Lad-der** | **Foot contrl** | **Twist Waist** | **Bend Waist** | **Squat** | **Kneel** | **Crawl** | **Reach below 54”** | **Reach above 54”** |  | **Flex Static** | **Ext Static** | **Rot Static** | **Flex Dyn** | **Ext Dyn** | **Rot Dyn** |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Hand Use** |  | **Sensory** |  | **Communication** |  |

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| **Key** | C - Continuous: 67 to 100% of shift  |  |
| F - Frequent: 34 to 66% of shift |  |
| O - Occasional: 6 to 33% of shift |  |
| R - Rarely: up to 5% of shift |  |
| N - Never: 0% of shift |  |

**Abbreviations**: Bal=Balance, Exp=Exposure, Contrl=Control, Flex=Flexion, Ext=Extension, Dyn=Dynamic, Manip=Manipulation |
| **Exp** | **Simple Grasp** | **Firm Grasp** | **Fine Manip** | **Bal** | **See** | **Hear** | **Touch Feel** | **Taste** | **Smell** |  | **Talk** | **Read** | **Write** | **Hand Signal** |  |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Environmental Factors** | **Exposure Level** | **Key/Comments** |
| **N** | **R** | **O** | **F** | **C** |
| Outdoor Work |  |  |  |  |  |

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| --- | --- | --- |
| **Key** | C - Continuous: 67 to 100% of shift |  |
| F - Frequent: 34 to 66% of shift |  |
| O - Occasional: 6 to 33% of shift |  |
| R - Rarely: up to 5% of shift |  |
| N - Never: 0% of shift |  |

**Comments:****Outdoor Work:** Rarely will operate mechanical handling equipment outdoors.**Indoor Work:**  Primary work area is a large indoor warehouse complex.**Heat:** Based on external temperature, occasionally performs job tasks in hot indoor environment; warehouse complex is not air-conditioned. Large fans are used for ventilation.**Moving Objects:** Be aware of and avoid moving objects including equipment.**Protected Work Heights:** Rarely work at heights – fall protection is in place. |
| Indoor Work |  |  |  |  |  |
| Heat |  |  |  |  |  |
| Cold |  |  |  |  |  |
| Wet/ Humid |  |  |  |  |  |
| Hearing Protection |  |  |  |  |  |
| Vibration |  |  |  |  |  |
| Fumes/Gases/Orders |  |  |  |  |  |
| Dust |  |  |  |  |  |
| Moving Objects  |  |  |  |  |  |
| Electrical |  |  |  |  |  |
| Chemical |  |  |  |  |  |
| Protected Work Heights |  |  |  |  |  |
| Unprotected Work Heights |  |  |  |  |  |
| Flying Debris |  |  |  |  |  |
| Lighting (Inadequate/Excessive) |  |  |  |  |  |

**Position eligible to be considered for temporary modification in conjunction with a Return to Work transitional duty program agreement: Yes**

This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed as a detailed description of all specific job duties and/or tools, equipment and materials that may be necessary or incidental to the performance of this job. Further consideration may be necessary when applying the standards to the injured population in the medical management process.

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| signature MAA | Jeff W.jpgThis Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content. |
| Mark A Anderson, MA, PT CPECertified Professional EconomistLicensed Physical TherapistErgoSystems Consulting Group, Inc.19285 Shady Hills RoadMinneapolis, MN 55331952-401-9296mark.anderson@ergosystemsconsulting.com[www.ergosystemsconsulting.com](http://www.ergosystemsconsulting.com) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Jeff WolsethManager - Occupational Safety and Health |
| L:\Clients\Bluestem\Functional Job Descriptions 2009 2010 2011\Images Video\Signatures\Diane Trigg copy.jpg\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Diane TriggIndustrial Engineer |