
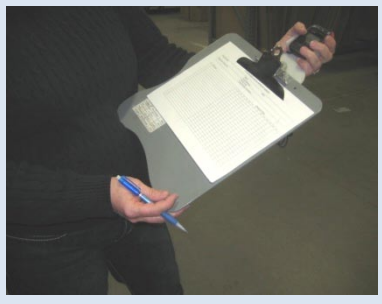


Functional Job Description:

| | | |
|--------------------------|--|--|
| Company: | Bluestem Brands, Inc. |   |
| 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 | |

| | | | | |
|-------------------|------------------|---|--------------------|--|
| 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 | |

| | |
|---------------------|-----|
| Job Rotation | Yes |
|---------------------|-----|

| | | |
|---|-------------------------------------|---|
| 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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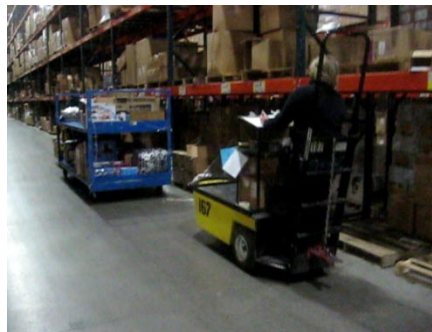
| | | | | |
|---|--------------------------------------|---|---|---|
| Safety and Personal Protective Equipment Required *Available | <input type="checkbox"/> Hard Hat | <input checked="" type="checkbox"/> Steel Toe Footwear | <input type="checkbox"/> Safety Glasses | Gloves: <input type="checkbox"/> Leather <input checked="" type="checkbox"/> Rubberized/cloth* <input type="checkbox"/> Chemical |
| | <input type="checkbox"/> Face Shield | <input type="checkbox"/> Protective Clothing | <input type="checkbox"/> Safety Glasses/Side Shields | |
| | <input type="checkbox"/> Dust Mask | <input type="checkbox"/> Safety Vest | <input type="checkbox"/> Safety Goggles | |
| | | <input checked="" type="checkbox"/> Fall Protection Harness | <input checked="" type="checkbox"/> Hearing Protection* | |
| | | <input checked="" type="checkbox"/> Back Support* | <input checked="" type="checkbox"/> Compensatory methods to mitigate heat | |

| | | | |
|---|--|--|---|
| Safety/ Equipment Training/ Certification Required | <input checked="" type="checkbox"/> Daily Meeting and Stretch Breaks (includes:) | Industrial Truck Training | OSHA Training (Rules and Regulations) |
| | <ul style="list-style-type: none"> Safety Topics Safety Policies Questions & Answers Review Safety Committee Minutes | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> EZ-Go <input type="checkbox"/> Walkie-Rider <input type="checkbox"/> Pallet Jack <input type="checkbox"/> Forklift (sit down) <input type="checkbox"/> Stand-up Reach Truck <input type="checkbox"/> Order Picker | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> New Hire Safety Orientation <input type="checkbox"/> Right to Know <input type="checkbox"/> Lockout/Tag Out <input type="checkbox"/> Regulated Materials Training (ORM-D) <input checked="" type="checkbox"/> Supervisor Safety Updates |

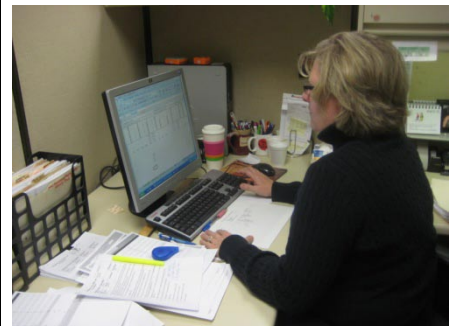
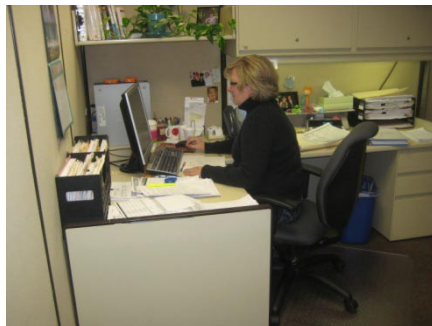
Functional Job Elements

% of Shift

1. Standards development/maintenance:
 - a. Observe tasks to define method
 - b. Works on the floor as well as elevated position
 - c. Use stopwatch attached to clipboard to time activities (weight of clipboard/stopwatch less than 5 lbs.)
 - d. Fill out form attached to clipboard
 - e. May also use a handheld PDA for data collection
 - f. Observes multiple individuals
 - g. Body positions include standing, walking and sitting
 - h. May operate EZ-GO for transportation in the DC as well as collect data while standing on the EZ-GO
 - i. Typically about 4 to 5 hours/day



2. Inputs data into computer:
 - a. In the office, sits at the desk entering data into the computer
 - b. Weekly reporting duties
 - c. Typically about 3 to 4 hours/day



60

40

| Environmental Factors | Exposure Level | | | | | Key/Comments | | | | | | | | | | | |
|---------------------------------|-------------------------------------|--------|--------|-----|-----|--|------------|-------------------------------------|-----|----------------------------------|--------|-----------------------------------|--------|-------------------------------|------|------------------------|-------|
| | N | R | O | F | C | | | | | | | | | | | | |
| Outdoor Work | Green | | | | | <table border="1"> <tr> <td rowspan="5">Key</td> <td>C - Continuous: 67 to 100% of shift</td> <td>Red</td> </tr> <tr> <td>F - Frequent: 34 to 66% of shift</td> <td>Orange</td> </tr> <tr> <td>O - Occasional: 6 to 33% of shift</td> <td>Yellow</td> </tr> <tr> <td>R - Rarely: up to 5% of shift</td> <td>Blue</td> </tr> <tr> <td>N - Never: 0% of shift</td> <td>Green</td> </tr> </table> <p>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.</p> | Key | C - Continuous: 67 to 100% of shift | Red | F - Frequent: 34 to 66% of shift | Orange | O - Occasional: 6 to 33% of shift | Yellow | R - Rarely: up to 5% of shift | Blue | N - Never: 0% of shift | Green |
| Key | C - Continuous: 67 to 100% of shift | Red | | | | | | | | | | | | | | | |
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| | N - Never: 0% of shift | Green | | | | | | | | | | | | | | | |
| Indoor Work | Red | Red | Red | Red | Red | | | | | | | | | | | | |
| Heat | Yellow | Yellow | Yellow | | | | | | | | | | | | | | |
| Cold | Green | | | | | | | | | | | | | | | | |
| Wet/ Humid | Green | | | | | | | | | | | | | | | | |
| Hearing Protection | Green | | | | | | | | | | | | | | | | |
| Vibration | Green | | | | | | | | | | | | | | | | |
| Fumes/Gases/Orders | Green | | | | | | | | | | | | | | | | |
| Dust | Blue | Blue | | | | | | | | | | | | | | | |
| Moving Objects | Blue | Blue | | | | | | | | | | | | | | | |
| Electrical | Green | | | | | | | | | | | | | | | | |
| Chemical | Green | | | | | | | | | | | | | | | | |
| Protected Work Heights | Green | | | | | | | | | | | | | | | | |
| Unprotected Work Heights | Green | | | | | | | | | | | | | | | | |
| Flying Debris | Green | | | | | | | | | | | | | | | | |
| Lighting (Inadequate/Excessive) | Green | | | | | | | | | | | | | | | | |

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

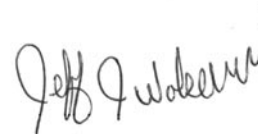
This Functional Job Description was completed through an on-site job analysis by a certified professional ergonomist/licensed physical therapist. It is for the purpose of identifying and quantifying the physical functional requirements of this job. The Functional Job Description should not be construed 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.



Mark A Anderson, MA, PT CPE
 Certified Professional Economist
 Licensed Physical Therapist

ErgoSystems Consulting Group, Inc.
 19285 Shady Hills Road
 Minneapolis, MN 55331
 952-401-9296
mark.anderson@ergosystemsconsulting.com
www.ergosystemsconsulting.com

This Functional Job Description has been reviewed by company representatives and is believed to be an accurate representation of most of the job content.



Jeff Wolseth
 Manager - Occupational Safety and Health



Diane Trigg
 Industrial Engineer