

Madeira Beach - Job Assessment Tool

Please completed all fields relative to your job duties and responsibilities

* Required

1. Position Title *

Enter your answer

2. Department *

Enter your answer

3. Current Pay Range *

Enter your answer

4. From what positions would you recruit/promote employees to fill this position?

Enter your answer

5. What positions within the organization represent a typical promotional opportunity to which an employee in this position could aspire?

Enter your answer

6. List other titles in the organization that have the same/similar work assignments as this position (i.e. these positions could/would be interchangeable in your operations):

Enter your answer

7. What is the purpose of your position?

Enter your answer

8. Does your role supervise employees?

☐ Yes

☐ No

9. If yes, how many?

Enter your answer

10. Please list the titles of any direct subordinates.

Enter your answer

11. What non-supervisory authority does your position have over other co-workers, if any (i.e. senior/lead positions)?

- ☐ Instructing/Training
- ☐ Assigning/Reviewing work
- ☐ Coordinating team activities
- ☐ Disciplining
- ☐ Other

12. Describe the 5-7 most important **functions** that this position will perform - most job tasks can be grouped into 5-7 main functions.

Enter your answer

13. For each essential function identified above, please describe the specific job duties (tasks) and responsibilities that will be performed in order to carry out the function.

Enter your answer

14. List below the type(s) of machinery and/or equipment that will be used or serviced in the performance of work. (Examples: personal computer, computer terminal, printer, typewriter, tractor, dump truck, air conditioner, dialysis machine, drill press, offset press, etc.)

Beside each machine or piece of equipment list, describe the purpose for which its used or serviced. Briefly specify what needs to be done with it. (Examples: operate it, repair it, maintain it, etc.)

Enter your answer

15. **Decisions/Judgement:** Give three (3) examples of decisions required that have the biggest impact on the work of this position, the work of the division/department, or the organization as a whole.

Enter your answer

16. **Regulations/Guidelines Utilized:** Describe any laws, rules, regulations, standards, and/or guidelines that govern work of this position are used in the course of performing duties and responsibilities.

Enter your answer

17. Knowledge

Enter your answer

18. Skills

Enter your answer

19. Abilities

Enter your answer

20. Minimum level of education required for role.

- ☐ High School
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Graduate Degree

21. Does your position require you to drive?

Enter your answer

22. Licenses/Certifications Required to Perform Work:

Enter your answer

23. List any additional certifications or training suggested (not required) to do this job.

Enter your answer

24. In addition to the above formal education and training needs, how much previous related experience is needed to start performing the work of this position? Please the amount and type of experience:

Enter your answer

25. Prolonged Sitting: Amount of time employee must remain sitting for sustained periods (without the freedom to move about).

☐ Not Required

☐ 1-3 hours/day

☐ 3-7 hours/day

☐ >7 hours/day

26. Prolonged Standing: Amount of time employee must remain standing for sustained periods.

☐ Not Required

☐ 1-3 hours/day

☐ 3-7 hours/day

☐ >7 hours/day

27. Walking: Amount of time employee spends walking for sustained periods.

☐ Not Required

☐ 1-3 hours/day

☐ 3-7 hours/day

☐ >7 hours/day

28. Balancing/Climbing: Conditions, heights, and extent to which employee must climb or balance to perform duties.

☐ Not Required

☐ 1-3 hours/day

☐ 3-7 hours/day

☐ >7 hours/day

29. Crawling/Crouching: Conditions and extent to which employee must crouch or crawl to perform duties.

☐ Not Required

☐ 1-3 hours/day

☐ 3-7 hours/day

☐ >7 hours/day

30. Please indicate the amount of weight someone must lift or pull as part of the job requirements on a regular basis.

☐ <10 lbs.

☐ 10-25 lbs.

☐ 25-50 lbs.

☐ 50-100 lbs.

☐ >100 lbs.

31. Please list all environmental hazards relevant to this position.

Enter your answer

32. Please list all sensory requirements that apply to the position.

Enter your answer

33. Please list the computer software required to use in your role (Examples: Word, Excel, C++, Microsoft Access, etc.). Beside each type of software program listed, briefly describe the specific purpose(s) for which it is used. (Examples: prepare letters and memoranda, design spreadsheets, design databases, enter data into accounting system, etc.)

Enter your answer

34. Please describe how talking/hearing is used to perform essential tasks including frequency

Enter your answer

35. Please describe how vision is utilized to perform essential tasks.

Enter your answer

36. Please list your first and last name.

Enter your answer

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