

OG&E Functional Demands Summary

JOB TITLE: **Mail Handler I, II**

Physical Demand Level (PDC): **Heavy**

Facility: **OG&E**

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Constant	Frequent	Occasional	Comments/Task Description
Crawling				
Stooping		X		To File and Sort mail.
Crouching/ Kneeling			X	To File and Sort mail.
Climbing			X	Stairs in buildings as necessary. Ford Transit Van 14" into cab-21" into side/back
Standing		X		Prolonged standing to file and sort mail.
Walking		X		Throughout all sites to pick up/deliver mail.
Hand Coordination		X		Fine and gross motor skills
Sitting			X	Doing paperwork
Reach overhead/forward		X		To File and Sort mail.
Repetitive Motion		X		
Push/Pull		X		

This position requires an employee to lift/carry:

	Constant	Frequent	Occasional	Distance	Comments
1 – 35 lbs	10			Varies	
36 – 50 lbs		42		Varies	
51 - 75 lbs			52	Varies	
75 - 100 lbs					
Push	10	40	60		
Pull	10	40	100		

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Constant	Frequent	Occasional	Comments/ Description
Hot/ Cold			X	
Wet			X	
Vibrations				
Chemicals				
Confined space		X		Work areas
Variable floor surface	X			All types
Dust			X	
Heights			X	
Awkward Positions		X		

Frequency: O=Occasional (1-33%); F=Frequency (34-67%); C=Constant (67-100%)
Repetition: Occasional 1-4 reps/hr; Frequency 5-24 reps/hr; Constant 25+ reps/hr