

## KELLY ROOFING LLC

SUBJECT: How to Prepare a Job Description

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**1 INTRODUCTION**

- 1.1 The purpose of this operating procedure is to outline the method for preparing job descriptions for [Your Company] to meet its needs and to cover those items now required by the Americans with Disabilities Act (ADA).

**2 PURPOSE OF JOB DESCRIPTIONS**

- 2.1 The purpose of a job description is to establish clear communication between the Company and the staff members to assure that they have the same perception of the duties, functions, and measures of performance for a specific position.
- 2.2 No one is able to perform a job to the best of their ability unless they clearly understand exactly what the job entails.
- 2.3 By the same token, a written job description assures that the Company has deliberately analyzed the tasks that need to be done and who should complete them. This, then, allows a supervisor or manager to more precisely explain expectations to the staff personnel.
- 2.4 The written job description provides a means for open communication between a supervisor and the people who report to him. Discussion of the material contained in the job description will eliminate possible misunderstanding about what is expected.
- 2.5 The job description provides the basis for performance and, subsequently, for wage/salary review. Discussion and documentation of performance, both positive and negative, must be related to the job description and needs to be as specific and objective as possible. The individual's performance is evaluated by comparing actual performance to the standards of performance as defined in the job description.
- 2.6 Job descriptions provide the necessary information for hiring and promoting current staff members into vacant job slots. A job description needs to be prepared for all new positions and reviewed and/or revised, if necessary, for current positions before advertising for or interviewing applicants. This assists the hiring individual in the selection of the right person for the job.

**3 GENERAL REQUIREMENTS**

- 3.1 By definition of the ADA, every position must have a written job description that is explicit with regard to the physical and mental requirements. It is mandatory for any well-run business to have specific duties, tasks, and expectations formalized for every position.
- 3.2 Job descriptions are not intended to be unchangeable. Job duties and responsibilities may change over a period of time, and job descriptions need to be

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revised accordingly. To provide flexibility and to remain current, job descriptions are best reviewed annually and updated as changes are made. Revisions can be obtained both from the supervisor and the subordinate under review. Proposed revisions need the approval of the President. The revised copies must then be dated, signed, and filed in the master file of job descriptions.

- 3.3 Management must retain the right to change job descriptions in accordance with changes of duties and responsibilities in any position. Each job description needs to state this specifically on the acknowledgment for the job description signed by the employee.
- 3.4 Job descriptions must comply with all regulatory requirements of the industry in which the Company operates as well as federal, state, and local governing laws. This includes OSHA and EEOC requirements as well as those of the Americans with Disabilities Act (ADA).
- 3.5 The job description is well utilized as the document used as the primary measuring tool for performance evaluations.

#### **4 DRAFTING JOB DESCRIPTIONS**

- 4.1 All Job descriptions are to be prepared or revised in accordance with the following procedure and using the format as shown in section 5.0 of this Operating Procedure.
- 4.2 During the initial preparation or revision of job descriptions, all personnel will need to have explained to them the use and purpose of the job descriptions. Since they are closest to the day-to-day work, they need to be polled as to their opinions and perceptions of what their duties and tasks are. Supervisors and/or senior management are also to give their input as to what they intend for the position to accomplish.
- 4.3 Upon completion of the collection of duties and tasks lists from employees and managers, the person responsible for creating or updating the job descriptions will review and combine the information into one document for each position. It is vital for successful performance that there be a clear understanding of what is expected of each position and how to achieve these results. While the job description is not negotiated in the true sense of the word, it is produced in coordination with those concerned.
- 4.4 The completed job description is then passed to the President for approval.
- 4.5 Following the receipt of the approved job description, the employee(s) and their immediate supervisor will review them together. The supervisor and the subordinate(s) will sign, and a copy will be given to the employee(s), another placed in their personnel file, and a copy given to the supervisor. The statement preceding their signatures will read as follows:

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I have *reviewed* and *understand* the above job description and believe it to be *accurate* and *complete*, and I can *successfully fulfill* each duty or task. I also agree that management retains the right to change this job description at any time.

_____	_____
<b>Employee’s Signature</b>	<b>Date</b>
_____	_____
<b>Immediate Supervisor’s Signature</b>	<b>Date</b>

The job description is effective until revised and properly approved.

**5 JOB DESCRIPTION FORMAT**

5.1 All job descriptions will be prepared in accordance with the format as shown on the attached forms and using the following information/examples.

- 5.1.1 **JOB TITLE:** Indicate the title of the position and keep in mind who the position reports to and what positions will report to this title.
- 5.1.2 **JOB CODE:** If a payroll identification code is used, insert it here.
- 5.1.3 **DEPARTMENT:** Indicate the division, Company or work group, or location the position is assigned, **if necessary.**
- 5.1.4 **JOB DESCRIPTION SUMMARY:** In two or three short sentences, give an overview of the job. Explain what is supposed to be accomplished by anyone functioning in this position.
- 5.1.5 **REPORTING RELATIONSHIPS:** Indicate in this section the title of the position to whom this position reports. Also list the title(s) of position(s) that report directly to this position.
- 5.1.6 **REQUIREMENTS:** State the requirements necessary to qualify for this position using the following format in areas as applicable.
  - 5.1.6.1 Education
  - 5.1.6.2 Required:
  - 5.1.6.3 Preferred:
  - 5.1.6.4 Licensing/Registration/Certification
  - 5.1.6.5 Required:

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- 5.1.6.6 Preferred:
- 5.1.6.7 Experience
- 5.1.6.8 Required:
- 5.1.6.9 Preferred:
- 5.1.6.10 Skills, Knowledge and Abilities
- 5.1.6.11 Physical
- 5.1.6.12 Body Positions: Sitting, standing, lying down
- 5.1.6.13 Body Movements: Walking, climbing, and lifting up to "x" pounds.
- 5.1.6.14 Body Senses: Ability to obtain information
- 5.1.6.15 Mental
- 5.1.6.16 Mathematical:
- 5.1.6.17 Language:
- 5.1.6.18 Mechanical:
- 5.1.6.19 Spatial: The ability to visualize three-dimensional objects from a flat drawing on
  - 5.1.6.19.1 Paper, such as an office layout, drawings, etc.
- 5.1.7 **WORKING CONDITIONS:** Statement of environment, whether it's dirty, dusty, extremes of heat or cold, travel, 10 hour days, etc.
- 5.1.8 **ESSENTIAL FUNCTIONS:** The essential functions are the PRIMARY duties of the position. They are the fundamental purpose of the job/position.
- 5.1.9 **AUTHORITIES AND RESPONSIBILITIES:** This section should be used only for managers and supervisors. **Or you may include the authorities and responsibilities in the duties and tasks section.**
  - 5.1.9.1 Authority - This is the power to take action within prescribed limitations without the need to obtain prior approval. Some examples of authority are hiring and firing authority, pricing or bidding authority, and check signing authority. In this section, list all authorities and limitations that are components of the position being reviewed.

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5.1.9.2 Responsibility - This section is the "what" of the job. The responsibilities are not necessarily what the individual actually does, but the things that are to be achieved under their supervision. Responsibilities define desired results, not duties or tasks. Statements in this section generally begin with or it is implied "is responsible for \_\_\_\_\_". Examples of responsibilities would be such things as "is responsible for the collection of accounts receivable" and "assures adherence to Company policies".

5.1.10 **DUTIES AND TASKS:** Listed in this section are the specific duties and tasks required to accomplish the responsibilities of the job. Examples include action words such as: "supervising staff in the performance of"; "conducting performance evaluations"; and "preparing weekly reports." Obviously, each job description is unique, so the following items could be used, in part, or additional items should be included when appropriate.

5.1.10.1 Judgment and decision-making.

5.1.10.2 Seeking guidance and direction as necessary for performance of duties.

5.1.10.3 Keeping the supervisor/manager informed about the status of work being performed.

5.1.10.4 Offers possible solutions for problems that arise.

5.1.10.5 Informs the supervisor/manager about problems and potential problems as early as possible.

5.1.10.6 Demonstrating good judgment in investigating problems.

5.1.10.7 Respecting the confidentiality of Company, customer and personnel information.

5.1.10.8 Relationships with others.

5.1.10.9 Maintaining cooperative working relationships with supervisors and other staff members.

5.1.10.10 Demonstrating ability to tactfully handle difficult situations.

5.1.10.11 Planning and time utilization.

5.1.10.12 Making the best use of time.

5.1.10.13 Consistently showing ability to recognize and deal with priorities.

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- 5.1.10.14 Initiative.
- 5.1.10.15 Performing all duties in an independent manner with little supervision.
- 5.1.10.16 Recognizing and performing duties, which need to be performed, although not directly assigned, and assisting others as needed.
- 5.1.10.17 Attendance and reliability.
- 5.1.10.18 Not abusing or taking advantage of personal days off.
- 5.1.10.19 Always providing proper notification and advance notice of absence.
- 5.1.10.20 Reporting to work on time each day, after lunch breaks, etc., and not leaving early.
- 5.1.10.21 Maintaining the work area in a neat and orderly manner.
- 5.1.10.22 Assuming responsibility for staying aware of changes in Company policies and procedures.
- 5.1.10.23 Maintaining a well-groomed, professional appearance, appropriate for the position and situation.
- 5.1.10.24 Performing other duties and tasks as may be assigned from time to time by the supervisor.

5.1.11 **MEASURES OF PERFORMANCE:** This is the section that clearly shows what the individual functioning in the position will be evaluated on during the official Employee Performance Evaluation. Evaluations should be conducted at least once every year. Exact figures should be used whenever possible. For example:

- 5.1.11.1 Maintain the aged accounts receivable over 90 days past due to 2%.
- 5.1.11.2 Conduct employee performance evaluations on all employees that report to this position at least annually.
- 5.1.11.3 Meeting or exceeding profit goals.
- 5.1.11.4 Achieving total customer satisfaction (complaints versus compliments).
- 5.1.11.5 Maintain the motivation and morale of all employees reporting to this position.

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5.1.11.6 Interview, train, manage, supervise, and evaluate a team that is sufficient to accomplish the department's goals.

5.1.11.7 Staying current in the trends in the industry.

5.1.11.8 Follows the instructions/requests of the Supervisor.

5.1.11.9 **CONSTANTLY STRIVING FOR TOTAL CUSTOMER SATISFACTION.**

5.1.11.10 Staying within or below the established expenses for the department.

5.1.11.11 Meets or betters established deadlines or schedules.

## 6 COMPLETION OF THE JOB DESCRIPTION

- 6.1 After the President or Supervisor has completed the draft of the job description, there should be a meeting with the employee to discuss the various elements of the job description. It is vital for successful performance that there be a clear understanding of what is expected and how to achieve these results. While the job description is not negotiated in the true sense of the word "I don't do windows" is not acceptable if it is part of the job description. The development should be a two-way communication with complete understanding.
- 6.2 Following this meeting, the President or Supervisor will take any notes and prepare a final job description in the proper format. This is submitted, in the case of the Supervisor, to the President for final review. The President may make changes. Once the changes have been made, a finalized job description is completed, approved by the President and copies are given to the Manager or Supervisor and the person filling the position for execution. Both should have a clear understanding of all areas. This job description is then effective until revised again with the approval of the President.
- 6.3 Once the initial job descriptions have been prepared, any job descriptions for new positions will be prepared by the immediate manager or Supervisor and approved by the President prior to advertising for the new position. While input from all levels is important, final decisions regarding content and essential functions are those of the President. The job description is then in effect until revised and properly approved.
- 6.4 The manager or Supervisor and the person presently filling the position or the individual being assigned to this position will discuss the contents of the job description, sign and date it.
- 6.5 The following acknowledgment should appear at the end of each job description:

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**"I have reviewed and understand the above Job Description and believe it to be *accurate* and *complete*, and I can successfully fulfill each duty or task. I understand that management retains the right to change this Job Description at any time."**

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Immediate Supervisor's Signature

\_\_\_\_\_

Date

# JOB DESCRIPTION DRAFT FORM

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1.0 POSITION TITLE: \_\_\_\_\_

2.0 DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

3.0 BASIC POSITION FUNCTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.0 REPORTING RELATIONSHIPS:

Position Reports to: \_\_\_\_\_

Positions reporting to this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.0 AUTHORITY LIMITATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6.0 RESPONSIBILITIES: \_\_\_\_\_  
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7.0 PRINCIPAL DUTIES: \_\_\_\_\_  
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## JOB DESCRIPTION DRAFT FORM

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### 8.0 JOB REQUIREMENTS:

**8.0.1. EDUCATION and/or EXPERIENCE REQUIREMENTS** - Select the level of education and/or experience needed to successfully accomplish the essential duties of this job.

- \_\_\_\_\_ Level 1 - **LOWEST level** - No prior experience or training.
- \_\_\_\_\_ Level 2 - Less than high school education; or up to one month related experience.
- \_\_\_\_\_ Level 3 - High school diploma or general education degree (GED); or one to three month's related experience.
- \_\_\_\_\_ Level 4 - One year certificate from college or technical school; or three to six months related experience.
- \_\_\_\_\_ Level 5 - **MIDDLE level** - Associate degree (A. A.) or equivalent or six months to one year related experience.
- \_\_\_\_\_ Level 6 - Bachelor's degree (B. A.) or three to five years related experience.
- \_\_\_\_\_ Level 7 - Fifth year college or university program certificate; or five to seven years related experience.
- \_\_\_\_\_ Level 8 - Master's degree (M. A.) or equivalent or eight to ten years related experience.
- \_\_\_\_\_ Level 9 - **HIGHEST level** - Doctoral degree (Ph. D.) or equivalent or more than 10 years related experience.

**8.0.2 LANGUAGE SKILLS** - Select the level of language skill (ability to read, write, and speak) needed to successfully accomplish the essential duties of this job.

- \_\_\_\_\_ Level 1 - **MINIMUM skills** - Ability to read a limited number of two- and three-syllable words.
- \_\_\_\_\_ Level 2 - **BASIC skills** - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
- \_\_\_\_\_ Level 3 - **INTERMEDIATE skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- \_\_\_\_\_ Level 4 - **HIGH skills** - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures. Ability to write reports, business correspondence, and procedure manuals.
- \_\_\_\_\_ Level 5 - **VERY HIGH skills** - Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to
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respond to common inquiries or complaints from customers. Ability to effectively present information to top management.

\_\_\_\_\_ Level 6 - **HIGHEST skills** - Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations to top management, public groups, and/or boards of directors.

### 8.0.3 MATHEMATICAL SKILLS - Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

\_\_\_\_\_ Level 1 - **MINIMUM skills** - Ability to add and subtract two digit numbers and to multiply.

\_\_\_\_\_ Level 2 - **BASIC skills** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

\_\_\_\_\_ Level 3 - **INTERMEDIATE skills** - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

\_\_\_\_\_ Level 4 - **HIGH skills** - Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

\_\_\_\_\_ Level 5 - **VERY HIGH skills** - Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.

\_\_\_\_\_ Level 6 - **HIGHEST skills** - Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

### 8.0.4 REASONING ABILITY - Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

\_\_\_\_\_ Level 1 - **MINIMUM skills** - Ability to apply common sense understanding to carry out simple one-or two-step instructions.

\_\_\_\_\_ Level 2 - **BASIC skills** - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

\_\_\_\_\_ Level 3 - **INTERMEDIATE skills** - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

\_\_\_\_\_ Level 4 - **HIGH skills** - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

\_\_\_\_\_ Level 5 - **VERY HIGH skills** - Ability to define problems, collect data, establish facts, and draw valid conclusions.

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\_\_\_\_\_ Level 6 - **HIGHEST skills** - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

**8.0.5 LICENSES, CERTIFICATES, REGISTRATIONS NEEDED** - Commonly, items listed in this section include such things as:

- \_\_\_\_\_ \* Professional Engineer (PE)
- \_\_\_\_\_ \* Drivers License
- \_\_\_\_\_ \* License to practice law
- \_\_\_\_\_ \* Medical License
- \_\_\_\_\_ \* Certified Public Accountant (CPA)
- \_\_\_\_\_ \* Teaching Certificate

**8.0.6 OTHER SKILLS AND ABILITIES NEEDED** - Commonly, items listed in this section include such things as:

- \_\_\_\_\_ \* Ability to operate specific equipment or tools such as:
- \_\_\_\_\_ \* Ability to work with specific computer software such as:
- \_\_\_\_\_ \* Ability to type or take shorthand and speed required:
- \_\_\_\_\_ \* Familiarity with special terminology such as:
  - \_\_\_\_\_ legal
  - \_\_\_\_\_ medical
  - \_\_\_\_\_ engineering
  - \_\_\_\_\_ scientific terms
  - \_\_\_\_\_ other: \_\_\_\_\_
- \* Fluency in a language other than English:
  - \_\_\_\_\_ Speak: \_\_\_\_\_
  - \_\_\_\_\_ Write: \_\_\_\_\_

**8.0.7 PHYSICAL DEMANDS:**

**8.07.1 Body Positions** (per ADA): How much of on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes.

Amount of Work Time			
Non e	Up to 1/3	1/3 to 2/3	2/3 & More
Standing			
Walking			
Sitting			
Talking or Listening (hearing)			

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Use of Hands to finger, handle or feel  
 Climb or balance  
 Stoop, kneel, crouch or crawl  
 Reach with Hands and Arms  
 Taste or smell


**8.07.2 Body Movements;** especially lifting (per ADA): Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate box.

Amount of Work Time:			
None	Up to 1/3	1/3 to 2/3	2/3 & More

Up to 10 Pounds  
 Up to 25 Pounds  
 Up to 50 Pounds  
 Up to 100 Pounds  
 More than 100 Pounds


**8.07.3 Body Senses;** with emphasis on *Vision* (per ADA): Does this job have any special vision requirements? Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distant Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen Up, Down or to the Left and/or Right while the eyes are fixed on a given point)
- Depth Perception (three dimensional vision, ability to judge distance and spatial relationships)
- Ability to adjust Focus (ability to adjust eyes to bring an object into sharper focus)
- No Special Vision Requirements for the Work.

**8.07.4** Make Notes on specific job duties that require the physical demands selected above:

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### 8.08 Work Environment (Conditions):

8.08.1 How much exposure to the following **environmental conditions** does this job require? Show the amount of time by checking the appropriate boxes.

	Amount of Work Time:			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)				
Work near moving mechanical parts				
Work in high, precarious places				
Fumes or airborne particles				
Toxic or caustic chemicals				
Outdoor weather conditions				
Extreme cold (non-weather)				
Extreme heat (non-weather)				
Risk of electrical shock				
Work with explosives				
Risk of radiation				
Vibration				
Other: _____				

8.08.2 How much **noise** is typical for the work environment of this job? Check the appropriate level in the table below.

- \_\_\_\_\_ Very Quiet (i.e. forest trail, isolation booth for hearing test)
- \_\_\_\_\_ Quiet (i.e. library, private office)
- \_\_\_\_\_ Moderate Noise (i.e. business office with typewriters, computer printers, light traffic, etc)
- \_\_\_\_\_ Loud Noise (i.e. metal can manufacturing, large earth moving equipment)
- \_\_\_\_\_ Very Loud Noise (i.e. jack hammer, front row at rock concert)

8.08.3 Make Notes on the specific job duties that are affected by the environmental conditions selected in the above table:

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## Appendix A

### DUTIES:

### FREQUENCY

Daily    Wkly    Monthly

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____

*Use additional sheets if required.*

18. Perform any and all other duties as assigned by job supervisor.

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# JOB DESCRIPTION DRAFT FORM

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## APPENDIX B

Prepared by: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

JOB: \_\_\_\_\_ Department: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

### PERFORMANCE MEASUREMENTS:

Performs the below listed duties consistently, accurately, timely, safely and at the lowest feasible cost.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

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