



**KITSAP COUNTY**  
 614 Division St.  
 Port Orchard WA 98366

Employee Name: \_\_\_\_\_

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**PHYSICAL REQUIREMENTS: ASSOCIATE PLANNER**

Positions in this class typically require:

- Working primarily in an office environment with some off-site meetings and project site visits.
- Attendance at meetings outside of normal working hours at various locations throughout the County and occasional travel outside the County may be required.
- Exposure to a variety of weather conditions may occur while off-site and/or conducting field inspections.
- Vision sufficient to read source materials and computer screen data.
- Sitting for extended periods of time.
- Standing for long periods of time and the ability to walk through rough or uneven terrain may be required to conduct field inspections and site visits.
- Reaching, handling/grasping documents.
- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately both in-person and on the telephone.
- Repetitive motions for computer use.
- Exertion of force of 20 pounds occasionally and/or 10 pounds frequently to lift/carry/move objects, files or materials.

**PHYSICAL AND MENTAL DEMANDS**

Activity	Never 0%	Inter. 1-10%	Occas. 11-33%	Freq. 34-66%	Cont. 67+%	Further Description
1. Walking			x			Alternates standing and walking when completing job tasks
2. Balance					x	
3. Lifting	-	-	-	-	-	
0-10 lbs.			x			Office supplies, paperwork, and files
11-20 lbs.		x				
21-35 lbs.		x				
36-50 lbs.	x					
50 + lbs.	x					



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4. Carry	-	-	-	-	-	
0-10 lbs.			x			Office supplies, paperwork, and files
11-20 lbs.		x				
21-35 lbs.		x				
36-50 lbs.	x					
5. Pushing/ Pulling	-	-	-	-	-	
0-10 lbs.		x				File drawers, office equipment, files
11-20 lbs.		x				
21-35 lbs.	x					
36-50 lbs.	x					
6. Climbing		x				May periodically climb stairs
7. Twisting		x				Accessing files, office supplies and equipment
8. Reaching		x				"
9. Grasping		x				Office supplies, equipment, phone
10. Stooing/ Bending		x				To access low filing cabints/shelves
11. Sitting					x	
12. See/Hear/ Speak	-	-	-	-	-	
Sees Detail					x	Documents, computer screen
Color Discrim.					x	Files may be color coded
Visual Displays					x	Computer screen
Audible Signals					x	Supervisor's directions & phones if applicable



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Oral Direction					x	Supervisor's directions and interaction with co-workers
13. Working Cond/Exp.	-	-	-	-	-	
Uneven Ground		x				On site evaluation
Work Outside		x				"
Work Inside					x	Office environment
High Elevations	x					
Moving Objects	x					
Slippery Surface		x				May encounter while performing on site evaluation
Wetness		x				"
Temp. Extremes	x					
Confined Spaces	x					
Special Clothing					x	semi-professional attire
Vibration	x					
Use of Solvents	x					
Use of Detergent	x					
Chemical Contact	x					
Chemical Vapors	x					
Dust or Particles		X				Nuisance dust



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**PHYSICIAN TO COMPLETE**

**SUMMARY DETERMINATION** (Please check appropriate item)

- Worker can fully perform the job with no restrictions as of the date below
- Worker requires restrictions to perform the job. The restrictions are described on the Physician's Estimate of Physical Capacities.

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

**ADDITIONAL COMMENTS:**

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