

## **Physical Demands List by Category**

[Category One: Office Professional](#)

[Category Two: Office Operational](#)

[Category Three: Field Professional](#)

[Category Four: Field Operational](#)

### **Category One: Office Professional**

Definition: works constantly at a computer or other workstation

- Ability to constantly remain in a stationary position
- Ability to constantly operate a computer and other office productivity machinery, such as computer and printer
- Ability to read and use close vision, including the ability to do so on a computer screen
- Ability to frequently communicate and exchange information
- Ability to frequently adjust focus

### **Category Two: Office Operational**

Definition: works constantly at a computer or other workstation and performs occasional moderate physical activities

- Ability to constantly remain in a stationary position
- Ability to constantly operate a computer and other office productivity machinery, such as computer and printer
- Ability to read and use close vision, including the ability to do so on a computer screen
- Ability to frequently communicate and exchange information
- Ability to frequently adjust focus
- Ability to move about the office or other locations as needed
- Ability to occasionally ascend/descend a ladder
- Ability to occasionally position self to maintain computers including under desks and in service closets
- Ability to occasionally lift, push, or pull up to 25 pounds of equipment, usually in the form of boxes, equipment or other small packages

### **Category Three: Field Professional**

Definition: works constantly at a computer or other workstation with frequent need to travel and perform other light physical activities

Field Professional (travel including driving but no real physical demands apart from that)

- Ability to constantly remain in a stationary position
- Ability to constantly operate a computer and other office productivity machinery, such as computer and printer
- Ability to read and use close vision, including the ability to do so on a computer screen
- Ability to use distance vision

- Ability to frequently communicate and exchange information
- Ability to frequently adjust focus
- Ability to move about the office or to other locations as needed
- Ability to occasionally position self to maintain equipment or materials including under desks
- Ability to occasionally lift, push, or pull up to 15 pounds, usually in the form of boxes or other small packages

#### **Category Four: Field Operational**

Definition: works frequently at a computer or other workstation with frequent need to travel and perform other moderate physical activities

- Ability to constantly remain in a stationary position
- Ability to stand for 4+ hours as needed
- Ability to constantly operate a computer and other office productivity machinery, such as computer and printer
- Ability to read and use close vision, including the ability to do so on a computer screen
- Ability to frequently communicate and exchange information
- Ability to frequently adjust focus
- Ability to move about the office or to other locations as needed
- Ability to occasionally position self to maintain equipment or materials including under desks or in closets
- Ability to lift, push, and/or pull up to 25 pounds, usually in the form of boxes, equipment or other small packages