



Position:

Sorter

Air Sorter
Hub Sorter
Primary Sorter

Inductor
Boxline Sorter
Secondary Sorter

Essential Job Functions:

U.S Department of Labor Physical Demand Level: **VERY HEAVY**

Physical Demand Assessment

		Repetitions				Work Height		
		0% Never	1%-33% Occasional	34%-66% Frequent	67%-100% Constant	Below Waist	Waist to Shoulder	Above Shoulder
Lift	1-10 pounds			X		Constant	Constant	Constant
	11-20 pounds			X		Constant	Constant	Constant
	21-50 pounds			X		Constant	Constant	Constant
	51-70 pounds		X			Constant	Constant	Constant
Carry	1-10 pounds	X				Never	Never	Never
	11-20 pounds	X				Never	Never	Never
	21-50 pounds	X				Never	Never	Never
	51-70 pounds	X				Never	Never	Never
Push/Pull (lbs of force)	1-10 pounds				X	Constant	Constant	Constant
	11-20 pounds			X		Frequent	Frequent	Frequent
	21-50 pounds	X				Never	Never	Never
	51-70 pounds	X				Never	Never	Never

**Functional Tolerances /
Physical Performances Required**

	0% Never	1%-33% Occasional	34%-66% Frequent	67%-100% Constant
Job Requirements:				
Sit	X			
Stand (< 3 steps)				X



Position:

Smalls Sort – General (includes manipulation of bags loaded with parcels)

Essential Job Functions:

- Bend, stoop, climb, crouch, squat, stand, walk and turn/pivot intermittently for:
 - Part-time: 3-5 hours per day, 5 days per week
 - Full-time: 8+ hours, 5 days per week
- Report to work on a regular and timely basis and complete the scheduled workday on a consistent basis
- Ability to work varying shifts, additional hours and/or overtime depending on service needs
- Lift/ lower, push/ pull manipulate and carry containers weighing up to 70 pounds and packages weighing up to 10 pounds
- Grasp and maintain control of packages and containers
- Get packages at heights above the shoulder and lower packages and containers to foot level
- Read label and bag tag information
- Depending on location, may be required to clearly verbalize and/or key enter address label information, including use of computer and/or hand-held scanner
- Have a sufficient ability to communicate, through sight, hearing, and/or otherwise, to perform assigned tasks and maintain proper job safety conditions
- Work in an environment with:
 - variable temperatures and humidity (climatic conditions)
 - exposure to dust, dirt, and noises
 - narrow work areas and elevated heights
- Work cooperatively in a diverse work environment
- Demonstrate cognitive ability to:
 - work independently with appropriate judgment
 - follow directions and routines
 - exhibit spatial awareness
 - read words and numbers
 - concentrate, memorize, and recall
 - identify logical connections and determine sequence of response
 - process up to 2-3 steps ahead
- Perform other functions that may be assigned

The essential functions of this job may vary depending upon the specific characteristics of the UPS facility, including size and location. At some locations, employees may not perform all of the essential job functions listed above. At other locations, employees may perform some or all of the functions listed above and, in addition, may be required to perform other jobs or tasks as directed. In addition, given the nature of the business, UPS retains the right to modify the essential functions of this position at any time.



Position:

Information Services Supervisor/Manager (Field Support)

Data Communications Manager	National I.S. Coordinator
Field Support Coordinator Supervisor/Manager	Senior Systems Engineer
Information Services Center Supervisor/Manager	Systems Supervisor/Manager

Essential Job Functions:

- Bend, sit, stoop/squat, crouch, stand and walk intermittently throughout the workday
 - Part-time: up to 5 ½ hours per day, 5 days per week
 - Full-time: 9-10 hours per day, 5 days per week
- Report to work on a regular and timely basis
- Ability to work varying shifts and may be required to provide additional support on a 24x7 basis as service needs dictate
- Perform office tasks using simple hand grasping, fine hand manipulation and reaching associated with assigned tasks such as paperwork, typing, and/or use of a computer, filing, and calculating
- Perform tasks using simple hand grasping, fine hand manipulation, and reaching from floor to shoulder level
- Must be able to supervise and train employees effectively
- Must be able to travel by car or plane to attend meetings at other locations and call on non-UPS locations and customers
- Have a sufficient ability to communicate, through sight, hearing, and/or otherwise, to perform assigned tasks and maintain proper job safety conditions
- Lift, lower, push, pull, leverage and manipulate equipment and/or packages weighing up to 70 pounds
- Ability to work varying shifts as business needs dictate
- Work cooperatively in a diverse work environment
- Demonstrate cognitive ability to:
 - follow directions and routines
 - work independently with appropriate judgment
 - exhibit spatial awareness
 - read words and numbers
 - concentrate, memorize and recall
 - identify logical connections and determine sequence of response
 - processing up to 2-3 steps ahead
- Possess the professional skill level necessary to accomplish the technical tasks required of this position
- Perform other functions that may be assigned

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Position:

Operations Supervisors/Managers/unless otherwise listed

Operations Supervisor/Manager

I.E. Supervisor/Manager

Essential Job Functions:

U.S Department of Labor Physical Demand Level: HEAVY

Physical Demand Assessment

		Repetitions				Work Height		
		0% Never	1%-33% Occasional	34%-66% Frequent	67%-100% Constant	Below Waist	Waist to Shoulder	Above Shoulder
Lift	1-10 pounds			X		Occasional	Frequent	Frequent
	11-20 pounds		X			Occasional	Frequent	Frequent
	21-50 pounds		X			Frequent	Frequent	Occasional
	51-70 pounds		X			Occasional	Occasional	Occasional
Carry	1-10 pounds			X		Never	Constant	Never
	11-20 pounds		X			Never	Constant	Never
	21-50 pounds		X			Never	Constant	Never
	51-70 pounds		X			Never	Constant	Never
Push/Pull (lbs of force)	1-10 pounds			X		Constant	Constant	Constant
	11-20 pounds				X	Constant	Never	Never
	21-50 pounds	X				Never	Never	Never
	51-70 pounds	X				Never	Never	Never

**Functional Tolerances /
Physical Performances Required**

Job Requirements:	0% Never	1%-33% Occasional	34%-66% Frequent	67%-100% Constant
Sit	X			
Stand (< 3 steps)				X
Walk (> 3 steps)				X
Stair climbing			X	
Ladder climbing			X	
Repetitive Bending			X	
Repetitive Squatting			X	



Position:

Plant Engineering Supervisor/Manager

Maintenance/Housekeeping Supervisor/Manager

Project Engineer

Essential Job Functions:

- Bend, sit, stoop, crouch, squat, crawl, kneel, climb ladders and stairs, stand, walk, and turn/pivot
 - Part-time: up to 5 ½ hours per day, 5 days per week
 - Full-time: 9-10 hours per day, 5 days per week or up to 12 hours per day, 4 days per week
- Perform office tasks using simple hand grasping, fine hand manipulation and reaching associated with assigned tasks such as paperwork, typing, and/or use of computers, filing, and calculating
- Grasp, lift/lower, push/pull, operate equipment and tools
- Have a sufficient ability to communicate, through sight, hearing, speech, and/or otherwise, to perform assigned tasks and maintain proper job safety conditions
- Report to work on a regular and timely basis
- Must be able to travel by car and plane to attend meetings at other locations and call on non-UPS locations and customers
- Must be able to supervise and train employees effectively
- Ability to work varying shifts and extended hours depending on service needs
- Lift packages to heights above the shoulder and lower to foot level as appropriate
- Lift, lower, push, pull, leverage and manipulate equipment and/or packages weighing up to 70 pounds
- Assist in moving equipment and/or packages weighing up to 150 pounds
- Required to wear personal protective equipment (PPE)
- Meet all requirements to be Power Industrial Truck Operations (PITO) certified
- Work in an environment with:
 - variable temperatures and humidity
 - exposure to dust, dirt, noise chemicals and fumes
 - enclosed work areas
 - exposure to heavy equipment/machinery and construction sites
- Work cooperatively in a diverse work environment
- Demonstrate cognitive ability to:
 - follow directions and routines
 - work independently with appropriate judgment
 - exhibit spatial awareness
 - read words and numbers
 - identify logical connections and determine sequence of response
- Perform other functions that may be assigned



Position:

Package Operations Specialist

Essential Job Functions:

- Sit continuously for the duration of the workday
 - Part-time: up to 5 ½ hours per day, 5 days per week
 - Full-time: up to 9.5 hours per day, 5 days per week
- Report to work on a regular and timely basis and complete the scheduled workday on a consistent basis
- Ability to work varying shifts, additional hours and/or overtime depending on service needs
- Bend stoop/squat, crouch, stand and walk intermittently throughout the work day.
- Perform office tasks using simple hand grasping, fine hand manipulation, and reaching associated with assigned tasks such as paperwork, typing, and/or use of a computer, filing, and calculating.
- Lift, lower, push, pull, leverage and manipulate equipment and/or packages weighing up to 70 pounds
- Assist in moving packages weighing up to 150 pounds
- Have a sufficient ability to communicate, through sight, hearing, and/or otherwise, to perform assigned tasks and maintain proper job safety conditions
- Work cooperatively in a diverse work environment
- Ability to direct the work of other employees effectively
- Demonstrate cognitive ability to:
 - follow directions and routines
 - work independently with appropriate judgment
 - exhibit spatial awareness
 - read words and numbers
 - concentrate, memorize, and recall
 - identify logical connections and determine sequence of response
 - process up to 2-3 steps ahead
- Work in an environment with:
 - variable temperatures and humidity
 - exposure to dust, dirt, and noise
 - enclosed work areas
- Perform other functions that may be assigned

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Position:

Maintenance Mechanic

Essential Job Functions:

- Bend, stoop, squat, kneel, crouch, crawl, climb ladders and stairs, stand, walk and turn/pivot frequently throughout the duration of the workday
 - Part-time: 3-5 hours per day, 5 days per week
 - Full-time: 8-10 hours per day, 5 days per week or 10-12 hours per day, 4 days per week
- Report to work on a regular and timely basis and complete the scheduled workday on a consistent basis
- Ability to work varying shifts, additional hours and/or overtime depending on service needs
- Sitting required infrequently throughout the duration of the workday
- Lift, lower, push, pull, leverage and manipulate equipment and/or packages weighing up to 70 pounds
- Assist in moving equipment and/or packages weighing up to 150 pounds
- Uses upper extremities to perform simple and power hand grasping and fine manipulation of tools, objects and powered equipment
- Grasp, lift, lower, push/pull, carry, operate tools and powered equipment at/to heights above the shoulder and between the knee and shoulder to floor level
- Steer, grasp and maintain control of powered vehicles, using steering wheel and foot control
- Must have ability to safely drive powered vehicles and operate powered equipment
- Required to wear personal protective equipment (PPE)
- Have a sufficient ability to communicate, through sight, hearing, speech and/or otherwise, to perform assigned tasks and maintain proper job safety conditions
- Work in an environment with:
 - variable temperatures and humidity (climate conditions)
 - exposure to dust, dirt, fumes, oil, grease, solvents, and noise
 - exposure to conveyor, motors, electricity
- Work at elevated heights, in enclosed spaces and uneven walk surfaces
- Work cooperatively in a diverse work environment
- Demonstrate cognitive ability to:
 - follow directions and routines
 - work independently with appropriate judgment
 - exhibit spatial awareness
 - read words and numbers
 - read information and signs
 - concentrate, memorize, and recall
 - identify logical connections and determine sequence of response
 - process up to 2-3 steps ahead
- Complete paperwork and/or electronic data responsibilities associated with the mechanic's position
- Perform other functions that may be assigned