

Appendix 5

TOWN OF ROWLEY JOB DESCRIPTION CONSTRUCTION GUIDE

Job Title **Job #**

Department **Supervisor**

Hours Worked **Date**

Responsibility

(One or two paragraphs, listing major requirements.)

Duties

(A few short sentences that identify job duties)

- 1) EDUCATION
- 2) EXPERIENCE
- 3) COMPLEXITY OF WORK
- 4) CONTACT WITH OTHERS
- 5) CONFIDENTIAL DATA
- 6) ACCURACY
- 7) MENTAL & VISUAL
- 8) PHYSICAL
- 9) ENVIRONMENT
- 10) SUPERVISION RECEIVED
- 11) SUPERVISION OF OTHERS

Department Head Signature

Date