



# Modified Duty Sample Activities by Industry

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# Automotive

**Answer phones:** Take incoming calls and messages. Transfer calls to appropriate extensions. Involves sitting, standing, grasping, gripping and reaching.

**Telephone troubleshooting:** Answer incoming phone calls from customers regarding problems with their automobile. Involves sitting, standing, grasping and gripping.

**Schedule appointments:** Use telephone, write or enter appointments for vehicle maintenance or repair work into computer. Involves sitting, standing, gripping, grasping and reaching.

**Bill collection:** Call clients or customers to secure outstanding payments. Write or enter information into the computer regarding when payment was or will be made. Involves sitting, standing, gripping, grasping and reaching.

**Service consultant:** Greet customers; input automobile information into computer including make, model, color, mileage, warranty information, customer comments, and notes on repairs to be completed. Call customers to follow up on completed work. Involves sitting, standing, gripping, grasping and reaching.

**Equipment cleaner/tester:** Disassemble/reassemble parts and test parts. Lifting up to 10 pounds. Involves sitting, standing, reaching, gripping, grasping and handling.

**Courtesy driver:** Drive a van or other vehicle to transport customers to work or home while vehicle is being repaired. Involves sitting, walking, bending, gripping, grasping, reaching, pulling and pushing.

**Train:** Instruct new employees on proper company procedures, practices and policies. Lifting up to 10 pounds. Involves sitting, standing, walking, gripping, grasping and reaching.

**Supervise:** Oversee activities of other employees. Process time cards and review work activities. Involves sitting, standing, walking, grasping and gripping.

**Parts runner:** Drive company vehicle to pick up automotive parts and supplies. Involves sitting, walking, gripping, grasping, reaching and handling.

**Custodial work:** Clean restrooms, wipe down sinks and counter tops, clean mirrors, wash interior/exterior windows and glass doors, empty trash, dust counters, empty ashtrays, vacuum carpeted areas and clean employee break room. Lifting up to 10 pounds. Involves sitting, standing, walking, gripping, grasping, bending, stooping, squatting and reaching.



# Carpentry

**Layout/design:** Review documents using tools such as framing squares, calipers and rulers. Involves sitting or standing, fingering, reaching and grasping.

**Materials takeoff:** Review blueprints to determine lumber requirements. Involves sitting or standing, fingering and reaching.

**Measure materials:** Sit and use tools to measure boards, timbers or plywood. Lifting up to 20 pounds. Involves sitting, reaching, standing, fingering and gripping.

**Order materials:** Place phone calls to order materials for jobs. Involves sitting, standing, reaching, handling, fingering and gripping.

**Verify trueness:** Use plumb bob or level to verify structural trueness. Involves standing, squatting, kneeling and reaching.

**Install insulation:** Apply shock-absorbing, sound-deadening material. Involves standing, kneeling, squatting and reaching.

**Finish window trim:** Use a nail gun, dowel pins or glue. Involves standing, squatting, reaching, and using arms and hands. For overhead reaching, may have assistance.

**Install finish hardware:** Install door handles and kick plates. Involves standing, squatting, sitting, kneeling and using hands.

**Clean shop:** Sweep, pick up trash, pick up felt and remove unused materials. Lifting up to 20 pounds. Involves standing, walking, squatting and bending while using hands and arms.

**Weld:** Use a torch to weld metal parts to steel structural supports. Involves standing and sitting, using arms and hands, and occasional stooping. May be accommodated with a chair.

**Answer phones:** Take incoming calls and messages, and transfer to appropriate extensions. Involves sitting, standing, fingering, reaching, handling and gripping.

**File:** Sort invoices, mail and reports, and place them in alphabetical or numerical order in appropriate file area. Involves sitting, standing, fingering, reaching, grasping and handling.

**Purge or shred files:** Clean out old files and dispose of unneeded invoices and correspondence. Lifting up to 10 pounds. Involves sitting, standing, handling and fingering.

**Paint:** Touch up exterior and interior paint and prep of walls and hallways. Includes spackling, caulking and taping. Restripe parking lots and paint curb barriers. Lifting up to 10 pounds. Involves standing, walking, stooping, bending, climbing ladders, handling, fingering and reaching.



# Custodial

**Clean restrooms:** Clean sinks, wipe off countertops, restock paper goods and refill soap dispenser. Supplies can be placed on a wheeled cart. Lifting up to 10 pounds. Involves standing, bending, handling, grasping and reaching.

**Vacuum:** Clean hallways, entryways, elevators, office areas, banquet rooms or conference rooms. Lifting up to 20 pounds. Involves standing, walking, bending, handling, grasping and reaching.

**Dust:** Use a duster to clean workspaces, partitions, computer terminals, windowsills, restroom cubicle dividers, railings, table bases and stairways. Involves standing, walking, bending, climbing stairs, handling, grasping and reaching.

**Wash windows:** Use a cloth, squeegee and spray bottle to clean windows, glass partitions, mirrors, doors and cabinets. Supplies can be placed on a wheeled cart. Lifting up to 5 pounds. Involves standing, walking, stooping, bending, crouching, handling, fingering and reaching.

**Empty trash:** Empty small wastebaskets located at office cubicles. Replace plastic trash bag liner. Lifting up to 10 pounds. Involves standing, walking, stooping, bending, handling and reaching.

**Clean cigarette receptacles:** Use a handheld sifter to clean sand in receptacle and replace sand as needed. Lifting up to 10 pounds. Involves standing, walking, bending, handling, reaching and grasping.

**Polish:** Use cloths and polish cleaners to hand-polish railings and doorplates in entryways and lobbies. Involves standing, walking, stooping, bending, handling and reaching.

**Answer phones:** Take incoming calls and messages, and transfer calls to appropriate extensions. Involves sitting, standing, reaching, handling, fingering and gripping.

**File:** Sort invoices, mail and reports, and place them in alphabetical or numerical order in appropriate file area. Lifting up to 10 pounds. Involves sitting, standing and handling.

**Purge or shred files:** Clean out old files and dispose of unneeded invoices and correspondence. Lifting up to 10 pounds. Involves sitting, fingering, standing and handling.

**Sort invoices or bills:** Separate bills or invoices according to office procedures. Involves sitting, standing, grasping, handling and fingering.

**Paint:** Touch up painting on interior walls and hallways; includes spackling, caulking and taping. Restripe parking lots and paint curb barriers. Lifting to up 10 pounds. Involves standing, walking, stooping, bending, climbing ladders, fingering, handling and reaching. stooping, bending, reaching, fingering, handling and kneeling.

**Set up:** Arrange conference and meeting rooms. Includes setting up tables, chairs, sound system and audio visual equipment. Involves standing, walking, stooping, bending, reaching and handling.



**Sweep:** Sweep parking lot, common areas, entrances, exits and stairwells. Involves standing, walking, stooping, bending, reaching and handling.

**Undertake minor repairs:** Replacing locks, keying locks, drywall patching, replacing outlets, cove basing, ceiling tiles, handling fixtures, replacing signage and carpet patching. Involves standing, walking, climbing, stooping, bending, reaching, handling, fingering and kneeling.

**Inspect:** Includes checking paint condition, fences, parking lot surfaces, cracks in foundation, stairwells, gutters, roofs and water damage from leaks. Involves standing, walking, climbing ladders, reaching and handling.

**Check light fixtures:** Check lights throughout building and replace bulbs. Involves standing, walking, climbing, stooping, bending, reaching, fingering, handling and kneeling.



# Drywall Installation

**Tape:** Apply tape to drywall and apply thin coat of mud using trowel. Involves standing, stooping, bending, climbing, handling and reaching.

**Install drywall:** Use variable-speed screwdriver to secure drywall to wall frame. Lifting up to 10 pounds. Involves standing, stooping, bending, climbing, handling and reaching.

**Clean up drywall mud and texture:** Use trowel to remove excess clumps or rough drywall pieces. Involves standing, stooping, bending, climbing, handling and reaching.

**Arrange materials in the warehouse:** Categorize inventory and move materials. Also could involve handwriting or computer input. Lifting up to 50 pounds. Involves standing, stooping, bending, climbing a ladder, pushing, pulling, lifting, carrying, handling, fingering and reaching.

**Spot nails:** Use hand tool to tap the nails into the drywall and cover each nail with mud. Involves standing, stooping, bending, climbing, handling and reaching.

**Walk new residential houses to identify drywall repairs:** Use hands to place pieces of blue masking tape where repairs are needed. Involves walking, occasional bending and reaching.

**Prep repairs for texture and prime:** Involves use of small strips of drywall at times. Carrying up to 5 pounds. Involves frequent back-and-forth hand motions as well as reaching and pushing.

**Answer phones:** Take incoming calls and messages and transfer to appropriate extensions. Involves sitting, standing, reaching, handling, gripping and fingering.

**File:** Sort invoices, mail and reports, and place them in alphabetical or numerical order in appropriate file area. Involves sitting, standing, reaching, fingering, grasping and handling.

**Purge or shred files:** Clean out old files and dispose of unneeded invoices and correspondence. Lifting up to 10 pounds. Involves sitting, standing, handling and fingering.

**Sort invoices/bills:** Separate bills or invoices according to office procedures. Involves sitting, standing, grasping, handling and fingering.

**Paint:** Interior painting, touch-up and prep of walls and hallways. Includes spackling, caulking and taping. Re-strip parking lots and paint curb barriers. Lifting up to 10 pounds. Involves standing, walking, stooping, bending, climbing ladders, handling, fingering and reaching.

**Sweep:** Sweep parking lot, common areas, entrances, exits and stairwells. Involves standing, walking, stooping, bending, reaching and handling.



# Framing

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**Cut material:** Cut wood, such as 2x4s, 1x1s or any other material to size. Use electric saws and table or sawhorses. Involves standing, bending, pushing, lifting, carrying, handling and reaching.

**Locate numbers on joints for builders:** Walk the job site and look up/read the numbers marked on the joints. Write down numbers to be turned in to the supervisor/foreman, who will check with the blueprints to ensure accuracy. Involves walking on uneven ground, standing, and flexion and extension of neck.

**Build headers:** Prefabrication of bim 2x8s or 2x10s to use over doors and windows. Lifting up to 20 pounds. Involves standing, kneeling, bending and reaching.

**Glue floor joints:** Glue the ends of floor joints and top of bims prior to laying floor. Materials used are glue gun or caulking gun. Involves walking, bending, kneeling, grasping, reaching and balancing on floor joists.

**Level walls:** Use level to ensure level of construction of walls. Lifting up to 5 pounds. Involves standing, walking, climbing, reaching and grasping.

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**Sweep:** Sweep parking lot, common areas, entrances, exits and stairwells. Involves standing, walking, stooping, bending, reaching and handling.



# Landscaping

**File:** File paperwork in numerical or alphabetical order. Lifting up to 5 pounds. Involves sitting, standing, walking, reaching, handling and gripping.

**Data entry:** Use computer to enter order numbers, customer name, product numbers or other information. Involves sitting, standing, handling, fingering and near acuity.

**Make labels:** Use computer or typewriter, or hand-write labels. Involves sitting, standing, grasping and handling.

**Water plants:** Use hose to water plants in greenhouse. Lifting up to 10 pounds. Involves standing, walking, reaching, handling, gripping and grasping.

**Remove dead leaves:** Use hands to pick off dead leaves. Lifting up to 10 pounds. Involves standing, walking, reaching, handling and grasping.

**Inventory:** Count number of items, supplies or parts. Write down the number counted for each item. Lifting up to 10 pounds. Involves sitting, standing, walking, reaching, handling, and far and near acuity.

**Cleanup:** Clean up work site, remove light trash and carry to dumpster. Lifting up to 10 pounds. Involves standing, walking, reaching, gripping, grasping, bending, pushing and pulling.

**Sweep:** Use a push broom to sweep parking lot, common areas, entrances, exits and stairwells. Use a dustpan with a long handle to remove the trash. Involves standing, pushing, handling, grasping, far acuity, bending and lifting not to exceed 10 pounds.

**Operate Bobcat:** Use Bobcat to remove dirt in a hole. Involves sitting, walking, handling, gripping, reaching, and near and far acuity.

**Irrigation system layout:** Lay out pipes on job site according to plans. Lifting up to 20 pounds. Involves walking, bending and carrying pipe.

**Delivery and pickup of supplies using a vehicle:** Pick up supplies from yard and deliver to job sites. Lifting up to 20 pounds. Driving, sitting, walking, carrying, bending and reaching.

**Traffic control:** Direct traffic around job sites that require traffic control. Lifting up to 20 pounds. Involves standing and moving arms.

**Mark:** Mark planting areas per landscape plan with marking spray paint. Lifting up to 5 pounds. Involves walking, standing and bending.

**Answer phones:** Take incoming calls and messages and transfer to appropriate extensions. Involves sitting, standing, reaching, handling, gripping and fingering.



# Painting

**Taping:** Apply tape to cracks, holes and corners, using tape and mud. Apply masking tape to windows, trim, alcoves or other areas that are not to be painted. Tools include trowel, tape, masking tape and taping gun. Involves standing, stooping, bending, climbing a ladder, handling, fingering and reaching.

**Trim:** Use paintbrush to trim corners, top of ceiling and bottom of wall areas to be painted. Lift a small bucket of paint. Involves standing, stooping, bending, climbing a ladder, handling, fingering and reaching.

**Caulk:** Use caulk gun to apply latex or synthetic caulk to fill cracks, holes or spaces between molding and walls. Lift a caulk gun, under 3 pounds. Involves standing, stooping, bending, climbing a ladder, handling, fingering and reaching.

**Inventory:** Count, categorize and set up materials for the paint shop. May involve handwriting or computer input. Involves standing, stooping, bending, climbing a ladder, pushing, pulling, lifting, carrying, handling, fingering and reaching.

**Cleanup:** Remove masking tape and paper from all areas that were not to be painted. May also involve removal of paint spots from floors, doors, etc. Clean paintbrushes, rollers, pans and buckets. Materials may include wet cloths, paint thinner, paint remover, water and wire brushes. Involves standing, stooping, bending, climbing a ladder, pushing, pulling, lifting, carrying, handling, fingering and reaching.

**Answer phones:** Take incoming calls and messages, and transfer calls to appropriate extensions. Involves sitting, standing, reaching, handling, gripping and fingering.

**Filing:** Sort invoices, mail and reports and place them in alphabetical or numerical order in appropriate file area. Involves sitting, standing, reaching, fingering, grasping and handling.

**Purge or shred files:** Clean out old files and dispose of unneeded invoices and correspondences. Lifting up to 10 pounds. Involves sitting, standing, handling and fingering.

**Sort invoices and bills:** Separate bills or invoices according to office procedures. Involves sitting, standing, grasping, handling and fingering.

**Painting:** Touch up paint. Interior walls and hallways, including spackling, caulking and taping. Restripe parking lots and paint curb barriers. Lifting up to 10 pounds. Involves standing, walking, stooping, bending, climbing ladders, handling, fingering and reaching.

**Sweeping:** Use a push broom to sweep parking lot, common areas, entrances, exits and stairwells. Use a dustpan with a long handle to remove the trash. Involves standing, pushing, handling, grasping, far acuity, bending and lifting not to exceed 10 pounds.



# Trucking

**Training:** As a passenger in the truck, instruct new employees on truck routes. Involves sitting, walking, climbing, bending and talking.

**Route auditor:** Drive truck or automobile to visually inspect routes or products to ensure accuracy of client customer requests such as number of trash cans, grease covers and portable toilets clean on the outside and stacked down. Involves sitting, handling, reaching, grasping, gripping and climbing into truck.

**Operate weight scale:** Direct trucks onto weight scale, weigh trucks and note truck weight in logbook. Involves sitting, standing, walking, handling, gripping and grasping.

**Total mileage logs:** Use calculator or adding machine to add up the miles per truck and note if service check needs to be performed, based on hours of use. Lifting up to 10 pounds. Involves sitting, standing, handling, fingering and near visual acuity.

**Count trucks:** Visually count the number of trucks entering the project site. Handwrite the number. Involves sitting, field of vision and far visual acuity.

**Sweep the garage or shop:** Use a push broom to sweep the floor of the garage or shop. Use a dustpan with a long handle to remove the trash. Involves standing, pushing, handling, grasping, far visual acuity, bending and lifting not to exceed 10 pounds.

**Hose down trucks and trailers:** Use power washer hose to wash exterior of trucks and to hose down interior and exterior of trailers. Standing, walking, climbing into trailers, stooping, bending, gripping, handling, grasping, reaching and lifting not to exceed 10 pounds.

**Assemble new employee packets:** Collate information for new employee packets and assemble the booklets or folders. Involves sitting, standing, walking, handling, grasping and reaching.

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