

|                             |  |                             |     |         |    |
|-----------------------------|--|-----------------------------|-----|---------|----|
| <b>Job Title</b>            |  | <b>Date</b>                 |     |         |    |
| <b>Department/Shop</b>      |  | <b>Supervisory Position</b> | Yes | Limited | No |
| <b>Location</b>             |  | <b>Travel Required</b>      | Yes | Limited | No |
| <b>Reports To</b>           |  |                             |     |         |    |
| <b>Position Summary</b>     |  |                             |     |         |    |
| <b>Essential Functions</b>  |  |                             |     |         |    |
| <b>Additional Functions</b> |  |                             |     |         |    |

|   |  |              |  |
|---|--|--------------|--|
| <b>Key Skills &amp; Competencies</b>  |  |              |  |
| <b>Required Qualifications</b>  |  |              |  |
| <b>Additional Desired Qualifications</b>  |  |              |  |
| <b>Physical Requirements</b>  |  |              |  |
| <b>Supervisor Signature</b>   |  | <b>Date:</b> |  |
| <b>Employee Signature</b>   |  | <b>Date:</b> |  |
| Annual Training Steering Group<br>Review Date   |  |              |  |
|   |  |              |  |
|   |  |              |  |
|   |  |              |  |
| <b>Revision/Changes: Added Additional Functions block, changed signature block to Supervisor and Employee</b> |  |              |  |

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