Job Description Template

OM-04 | Chapter 12 | Owner and Manager | Version 1.0

Describe one actual job. Use this with the posting and agreement so the applicant, trainer, and supervisor work from the same expectations.

Write in the spaces or click a blank field to type in Word.

Job title and location	Supervisor and review date

Purpose of the role and the result it supports

Essential task	Frequency and duration	Load and conditions	Finished standard

State task requirements such as lifting weight, standing time, terrain, driving, and weather. Describe the work rather than the person’s health.

Season dates, hours, days off, and pay agreement reference

Authority, spending limits, and escalation contact

Tools, safety equipment, training, and required qualifications

Coverage, review schedule, and written change process

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