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Functional Job Analysis Sample Reports for Highway Employees

A functional job analysis details the physical requirements of a certain job and should be used in creating that job's official description. The following reports of functional job analyses were commissioned by VLCT PACIF to provide guidance and a template for large (6 or more employees) and small member municipalities (1-5 employees) as they improve their Highway Department job descriptions. Please refer to the sample that best fits your municipality.

Please see the [Job Description Toolkit](#) to download and review additional job description guidance.

VLCT Members may contact the Municipal Assistance Center Inquiry Service at 1-800-649-7915 or email info@vlct.org [1]. PACIF members may contact Jill Muhr, Senior Human Resources Consultant, for the [PACIF HR Consultation Program](#) [2] at jmuhr@vlct.org [3] or 1-800-649-7915 for individual assistance.

Documents:

 [Functional Job Analysis Large Municipalities.pdf](#) [4]

 [Functional Job Analysis Small Municipalities.pdf](#) [5]

Links:

[Job Description Toolkit](#) [6]

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Resource Category:

- Example
 - Guidance
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Links

[1] <mailto:info@vlct.org>

[2] <https://www.vlct.org/insurance/pacif/human-resources-consultation-program>

[3] <mailto:jmuhr@vlct.org>

[4]

<https://www.vlct.org/sites/default/files/documents/Resource/Functional%20Job%20Analysis%20Large%20Municipalities.pdf>

[5]

<https://www.vlct.org/sites/default/files/documents/Resource/Functional%20Job%20Analysis%20Small%20Municipalities.pdf>

[6] <https://www.vlct.org/resource/job-descriptions-toolkit>