

JOB ANALYSIS SUMMARY

PHYSICAL DEMANDS AND  
ENVIRONMENTAL CONDITIONS  
FOR THE JOB OF  
YARD CLERK

Developed by a fourteen member  
Job Analysis Task Force  
representing nine railroads  
on July 7, 1977, and subsequently  
reviewed and approved by the  
Project Steering Committee of the  
Railroad Personnel Association

October 24, 1977

CONSULTING REPORT NO. 55

C.H. Lawshe, Ph. D  
1005 Vine Street  
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C. H. Lawshe, Ph.D.  
1005 Vine Street  
West Lafayette, Indiana 47906

#### OPINION

The attached document which defines the physical demands and the environmental conditions of the job of Yard Clerk was prepared under my direction and with my personal participation.

The job analysis system used was developed over many years by the U.S. Employment Service and is described in the publication, Handbook for Analyzing Jobs (1972), issued by the Manpower Administration of the U.S. Department of Labor. The system was modified in minor ways to make it compatible with this purpose.

The Job Analysis Task Force which developed the material met under my guidance at 400 West Madison Street, Chicago, Illinois, on July 7, 1977. It consisted of fourteen individuals from nine railroads, each of whom was either a job incumbent or a supervisor who had previously performed the job. Members of the Task Force pursued the job analysis activity with enthusiasm and serious concern.

In my opinion, the attached document is a fair and accurate statement of the physical demands and the environmental conditions of the job of Yard Clerk. Respectfully submitted

C.H. Lawshe, PhD  
Licensed Psychologist: Georgia, Indiana, and  
Pennsylvania

October 24, 1977

JOB ANALYSIS SUMMARY

Physical Demands and Environmental Conditions  
JOB: YARD CLERK

July 7, 1977

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1. Standing, Walking, and Sitting

Standing: Remaining on one's feet in an upright position at a work station without moving about (includes minor foot movements in process of performing active work)

Walking: Moving about on foot

Sitting: Remaining in the normal seated position

The Task Force identified the following activities as representative

Standing

- Stands while checking trains (EXHIBIT A)

Walking

- walks track to verify or identify car initials - numbers and car type (frequently as long as a mile and return)
- walks to and from yard offices to receive instructions and to deliver train lists, waybills, and reports (EXHIBIT B)

Sitting

- Drives company vehicle to transport personnel, check trains, and deliver mail, waybills, and other items (EXHIBIT C)
- Sits to operate computer terminals, key punches, and other office machines
- Sits at desk to perform numerous clerical duties such as classifying trains, computing tonnage, and sorting waybills

Task Force Conclusion #1: The average Yard Clerk, during the first ten months spends approximately 10% of his time standing, 20% walking, and 70% sitting.

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NOTE: The next four factors (Lifting, Carrying, Pushing, and Pulling) utilize two kinds of estimates: (a) the number of pounds of weight or force involved and (b) the overall amount of time involved. With respect to time, the following language is used:

- Occasional (up to one third of the time)
- Frequent (from one third to two thirds of the time)
- Constant (two thirds of the time or more)

- 
2. Lifting: Raising or lowering an object from one level to another (including upward pulling)

The Task Force identified the following activity as representative of lifting required by the job:

- Lifts office supplies, office equipment, and company mail; may lift heaters, rock salt, and miscellaneous supplies (EXHIBITS D & E)

Task Force Conclusion #2: Occasional lifting of a maximum weight of 50 pounds is required

3. Carrying: Transporting an object, usually holding it in the hands or arms, or on the shoulders
- Carries office supplies from store room to work station (EXHIBITS F & G)

Task Force Conclusion #3: Occasional carrying of a maximum weight of 50 pounds is required by the job.

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4. Pushing: Exerting force upon an object so that the object moves away from the force (including slapping, striking, kicking, and treadle actions)

The Task Force identified the following activity as representative of pushing required by the job:

- Pushes hand truck loaded with office supplies or other items (EXHIBIT H)

Task Force Conclusion #4: Occasional pushing of a maximum weight of 50 pounds is required by the job.

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3

5. Pulling: Exerting force upon an object so that the object moves toward the force (including jerking)

The Task Force identified the following activity as representative of pulling required by the job:

- Pulls baggage truck from train side to baggage room

Task Force Conclusion #5: Occasional pulling of a maximum weight of 50 pounds is required by the job.

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Special Notes for Lifting, Carrying, Pushing and Pulling

Note 1: While the maximum weight or force involved is estimated at 50 pounds, the Task Force unanimously agreed that the maximum for the vast majority of Yard Clerks is 20 pounds.

Note 2: At some locations on certain railroads, Piggyback tie-down activity is performed by Yard Clerks. Where this is true, the maximum weight lifted or carried and the maximum force exerted while pulling or pushing

6. Degree of Strength: The degree of strength required by a job is determined on the basis of the five factors which have been considered up until now. The degree of strength is expressed in terms of one of five categories.

Sedentary work: Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockers, ledgers, and small tools

Light work: Lifting 20 pounds maximum and/or carrying objects weighing up to 10 pounds

Medium work: Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds

Heavy work: Lifting 100 pounds maximum with frequent lifting and/or carrying of objects up to 50 pounds

Very Heavy work: Lifting objects in excess of 100 pounds and/or carrying objects weighing 50 pounds or more

Task Force Conclusion #6: The degree of strength involved in the job is: Very Heavy Work.

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7. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms

The Task Force identified the following activities as representative of the climbing required by the job:

- Climbs vertical locomotive steps (ladders) to work on locomotive (EXHIBIT G)
- Climbs vertical ladder to tram rail crane, normally to a height of 80 feet
- Climbs portable ladders, 5 or 6 steps, to gain access to locomotive
- For Maintenance of Way Machinists: Climbs draw bridges and lift bridges to perform maintenance activities on operating mechanisms

Task Force Conclusion #7: Climbing is present in the job and it is important.

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8. Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gym-

nastic feats

The Task Force identified the following activities as representative of balancing required by the job:

- Maintains balance while walking on track ballast, sometimes during icy conditions and sometimes littered with freight spillage
- For piggyback tiedown activities: Maintains balance while using wrench in crouching position

Task Force Conclusion #8: Balancing is present and important.

9. Stooping: Bending body downward and forward by bending

The Task Force identified these activities as representative of the stooping required by the job:

- Stoops while filing in lower drawers (EXHIBIT M)
- Stoops while performing janitorial tasks, such as sweeping and scrubbing floors and picking up waste and litter
- Stoops while handling mail bags
- Stoops while servicing copy machines and other office equipment (EXHIBIT N)

Task Force Conclusion #9: Stooping is present and important.

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10. Kneeling: Bending legs at knees to come to rest on knee or knees

Task Force Conclusion #10: Kneeling is present but not important.  
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6

10. Kneeling: Bending legs at knees to come to rest on knee or knees

The Task Force identified these activities as representative of kneeling required in the job:

- Kneels to replace brake shoes and to adjust air brakes
- Kneels to inspect parts of locomotive (EXHIBIT J)

Task Force Conclusion #10: Kneeling is present in the job and it is important.  
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11. Crouching: Bending body downward and forward by bending legs and spine

The Task Force identified this activity as representative of crouching required by the job:

- Crouches while changing locomotive components such as gear cases, air equipment, brake straps, cylinder heads, and brake shoe heads (EXHIBIT K)

Task Force Conclusion #11: Crouching is present in the job and it is important.

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12. Crawling: Moving about on hands and knees or hands and feet

The Task Force identified these activities as representative of the crawling required by the job:

- Crawls while making crank case inspections.
- Crawls while working on traction motors and drop tables
- Crawls between cab floor and locomotive deck (about 2 feet) to change air brake equipment and tractor motor blowers
- Crawls on top of locomotive to renew horn diaphragms, de-ice steam generator vents and to check cooling fans and bells

Task Force Conclusion #12: Crawling is present in the job and it is important.

7

14. Handling: Seizing, holding, grasping, turning, or otherwise working with hand or hands (fingering not involved)

The Task Force identified this activity as representative of handling required by the job:

- Handles staple gun when tagging cars (EXHIBIT Q)
- Holds and grasps office supplies and equipment
- Holds steering wheel while driving vehicles

Task Force Conclusion #14: Handling is present and important.

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15. Fingering: Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling)

Task Force identified this activity as representative of fingering required by the job:

- Uses fingers in operating office machines, such as typewriters, keypunches, and computer terminals (EXHIBIT R)
- Uses fingers in sorting, filing, and otherwise manipulating office forms
- Uses pencil or pen for writing

Task Force Conclusion #15: Fingering is present and important.

16. Feeling: Perceiving attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of finger tips

The Task Force identified this activity as representative of feeling required by the job:

- \* - Peels with finger tips while operating typewriters and computer terminals or calculators and in numerous paper handling activities (EXHIBITS S&T)

Task Force Conclusion #16: Feeling is present and important.

8

17. Talking: Expressing or exchanging ideas by means of spoken word

The Task Force identified these activities as representative of talking required by the job:

- Transmits information and instructions in person and via communications equipment including telephones, intercoms, two-way radios, yard speakers, and recording devices (EXHIBIT U)

Task Force Conclusion #17: Talking is present and it is important.

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18. Hearing: Perceiving nature of sounds by ear

The Task Force identified the following activities as representative of the hearing required by the job:

- Receives information and instructions in person and via communications equipment including telephones, intercoms, two-way radios, yard speakers, and recording devices (EXHIBIT U)
- Perceives whistles and bells and the sounds of moving equipment while engaging in yard work (Failure to hear audible signals and approaching equipment can result in loss of life)

Task Force Conclusion #18: Hearing is present and important.

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19. Visual acuity, far: Clarity of vision at 20 feet or more

The Task Force identified the following activities as representative of acuity, far required by the job:

- Reads car initials/numbers from towers, shanties or vehicles
- Verifies the presence or type of cars at distances greater than 20 feet.

Task Force Conclusion #19: Visual acuity, far, is present and important.

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20. Visual acuity, near: Clarity of vision at 20 inches

The Task Force identified these activities as representative of visual acuity, near, required by the job:

- Reads a wide variety of handwritten and/or printed material including waybills, computer printouts, train consists, and railway guides

Yard Clerk.txt

- Performs a wide variety of clerical activities at desk requiring near acuity (EXHIBIT V)

Task Force Conclusion #20: Visual acuity, near, is present and important.

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21. Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are

The Task Force identified the following activities as representative of depth perception required by the job:

- Judges distance and speeds of moving equipment in the work area
- Judges distance while using office equipment, such as, duplicating machines

Task Force Conclusion #21: Depth Perception is present and it is important.

- 
22. Field of Vision: Area that can be seen up and down or to right or left while eyes are fixed on a given point

The Task Force identified the following activity as representative of field of vision required by the job:

- Performs yard work requiring field of vision adequate to encompass ground condition, adjacent tracks, close clearances, and moving equipment and protruding objects (Failure to hear audible signals and approaching equipment can result in loss of life)

Task Force Conclusion #22: Field of vision is present and is important.

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C

23. Visual Accommodation: Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye

The Task Force identified the following activities as representative of visual accommodation required by the job:

- Looks alternately at printed lists and car initials/numbers to verify the accuracy of the consist
- Records car initials/numbers after determining same while car is moving

Task Force Conclusion #23: Visual accommodation is present and important.

- 
24. color Vision: Ability to identify and distinguish colors



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Task Force Conclusion #24: Color vision is not present.  
EXCEPTION: Where (a) the Clerk and Telegrapher/  
Operator seniority rosters are integrated and (b) there  
is reasonable expectation that a Clerk may be required  
to perform telegrapher/operator duties, Color Vision is  
present and important.

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25. Inside/Outside

Inside: Protection from weather conditions but not  
necessarily from temperature changes

Outside: No effective protection from weather

The Task Force identified the following activities as  
representative of inside/outside required by the job:

- Performs various clerical duties inside offices,  
towers, shanties, and vehicles
- Performs yard activities regardless of weather  
conditions and at any time of day or night

Task Force Conclusion #25: The average person in the job  
spends 25% of his time outside and 75% inside.

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26. Extreme Cold: Temperature sufficiently low to cause  
marked bodily discomfort

The Task Force agreed to this statement:

- Limited to weather conditions; during periods of  
extreme cold, work activity becomes more diffi-  
cult and frequently more hazardous so that extra  
precaution must be taken

Task Force Conclusion #26: Exposure to extreme cold is  
present and important.

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27. Cold/Temperature Changes: Variations in temperature  
which accompany extreme cold and are sufficiently  
marked and abrupt to cause marked bodily reactions

Task Force Conclusion #27: Exposure to cold temperature  
changes is present but not important.

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28. Extreme Heat: Temperature sufficiently high to cause  
marked bodily discomfort

The Task Force agreed to this statement:

- Limited weather conditions; extremely high  
outside temperatures are intensified by heat re-  
flected from equipment

Task Force Conclusion #28: Exposure to extreme heat is  
present but not important.

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29. Heat/Temperature Changes: Variations in temperature which accompany extreme heat and are sufficiently marked and abrupt to cause marked bodily reactions

Task Force Conclusion #29: Exposure to heat temperature change is present but not important.

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30. Wet: Contact with water or other liquids

The Task Force agreed to this statement:

- Limited to weather conditions; exposed to rain, wet equipment, and ground conditions

Task Force Conclusion #30: Exposure to wet conditions is present and important.

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31. Humidity: Atmospheric conditions with moisture content sufficiently high to cause marked bodily discomfort

Task Force Conclusion #31: Exposure to humidity is present but not important.

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32. Noise: Noise of sufficient magnitude, either constant or intermittent, to cause marked distraction or possible hearing loss

Task Force Conclusion #32: Noise is present but not important.

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13

33. Vibrations: Sufficient vibration to cause bodily harm if endured day after day

Task Force Conclusion #33: Vibration is not present.

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34. Hazards: Conditions in which there is danger to life, health, or bodily injury

The Task Force agreed to these statements:

- walks on irregular and/or icy surfaces which may be littered with freight spillage, and other material, including yard obstructions
- Performs regular duties in the presence of moving equipment
- Operates office equipment involving exposure to potential electrical shock and burns

Task Force Conclusion #34: Exposure to hazards is present and important.

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35. Fumes: Solid particles generated by condensation from the gaseous state, generally after volatilization from molten metals, and often accompanied by a chemical reaction such as oxidation

Task Force Conclusion #35: Fumes are present but not important.

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36. Odors: Noxious non-toxic smells

Task Force Conclusion #36: Odors are present but not important.  
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37. Dust: Solid particles generated by handling, crushing, grinding, rapid impact, detonation, and decrepitation of organic and inorganic materials such as rock, ore, metal, coal, wood, and grain

Task Force Conclusion #37: Dust is present but not important.  
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14  
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38. Mist: Suspended liquid droplets generated by condensation from the gaseous to the liquid state or by breaking up a liquid into a dispersed state, such as splashing, foaming, and atomizing

Task Force Conclusion #38: Mist is not present.  
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39. Gases: Normally formless fluids which occupy the space of enclosure and which can be changed to the liquid or solid state only by the combined effect of increased pressure and decreased temperature

Task Force Conclusion #39: Gases are not present.  
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40. Poor Ventilation: Insufficient or excessive movement of air causing a feeling of suffocation or exposure to drafts

Task Force Conclusion #40: Poor ventilation is not present.  
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This Job Analysis Summary was reviewed and approved by the Project Steering Committee of the Railroad Personnel Association on September 22, 1977.

Robert L. Wilson for the Committee

CERTIFICATE

The undersigned met at 400 West Madison Street, Chicago, Illinois on July 7, 1977, to participate in job analysis activity designed to determine the physical demands and environmental conditions for the job of Yard Clerk. After extensive discussion we developed the attached document under the general guidance of Dr. C. H. Lawshe. We individually and collectively certify that the physical demands and environmental conditions presented in the document accurately and fairly represent the job as we know it on our respective properties.

Yard Clerk.txt

BALTIMORE AND OHIO CHICAGO TERMINAL (CHESSIE SYSTEM)

Donald A. McCombe, Asst. Manager Terminal Services

Michael F. Conway, Lead Yard Clerk

BESSEMER AND LAKE ERIE RAILROAD

Robert L. Whyte, Car Control Supervisor

BURLINGTON NORTHERN, INC.

Mary A. O'Brien, Yard Officer Supervisor

Clarence Dolley, General Clerk

CHICAGO AND NORTH WESTERN TRANSPORTATION COMPANY

Garry A. Neumaan, Assistant Agent

J. Diamond, Yard Clerk

CHICAGO, MILWAUKEE, ST. PAUL & PACIFIC RAILROAD

Dwain A. Tonne, Hold Clerk

Joe P. Kalasmiki, General Agent

CONSOLIDATED RAIL CORPORATION

Donald G. Kotsalief, Supervisor Yard Procedures

Geoffrey N. Evert, Yard Clerk

LOUISVILLE D NASHVILLE RAILROAD

Dewey C. Carter, Agenet - Assistant Trainmaster

MISSOURI, PACIFIC RAILROAD COMPANY

E.D. Ashcraft, Claim Agent

SOUTHERN RAILWAY SYSTEM

Samuel D. Gray, Sr. Coordinator Stations & Terminals

Chicago, Illinois

July 7, 1977

Yard Clerk.txt

EXHIBITS

The following photographs of incumbents performing job tasks were selected by members of the Project Steering Committee of the Railroad Personnel Association following the identification of the tasks by the Job Analysis Task Force.

C.H. Lawshe, Ph. D., Consulting Psychologist

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PHYSICAL DEMANDS AND  
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FOR THE JOB OF  
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OPINION

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C.H. Lawshe, PhD  
Licensed Psychologist: Georgia, Indiana, and  
Pennsylvania  
October 24, 1977

JOB ANALYSIS SUMMARY

Physical Demands and Environmental Conditions  
JOB: YARD CLERK

July 7, 1977

1. Standing, walking, and sitting

Standing: Remaining on one's feet in an upright position at a work station without moving about (includes minor foot movements in process of performing active work)

Walking: Moving about on foot

Sitting: Remaining in the normal seated position

The Task Force identified the following activities as representative

Standing

- Stands while checking trains (EXHIBIT A)

walking

- walks track to verify or identify car initials - numbers and car type (frequently as long as a mile and return)
- walks to and from yard offices to receive instructions and to deliver train lists, waybills, and reports (EXHIBIT B)

Sitting

- Drives company vehicle to transport personnel, check trains, and deliver mail, waybills, and other items (EXHIBIT C)
- Sits to operate computer terminals, key punches, and other office machines
- Sits at desk to perform numerous clerical duties such as classifying trains, computing tonnage, and sorting waybills

Task Force Conclusion #1: The average Yard Clerk, during the first ten months spends approximately 10% of his time standing, 20% walking, and 70% sitting.

NOTE: The next four factors (Lifting, Carrying, Pushing, and Pulling) utilize two kinds of estimates: (a) the number of pounds of weight or force involved and (b) the overall amount of time involved. With respect to time, the following language is used:

- Occasional (up to one third of the time)
- Frequent (from one third to two thirds of the time)
- Constant (two thirds of the time or more)

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2. Lifting: Raising or lowering an object from one level to another (including upward pulling)

The Task Force identified the following activity as representative of lifting required by the job:

- Lifts office supplies, office equipment, and company mail; may lift heaters, rock salt, and miscellaneous supplies (EXHIBITS D & E)

Task Force Conclusion #2: Occasional lifting of a maximum weight of 50 pounds is required

3. Carrying: Transporting an object, usually holding it in the hands or arms, or on the shoulders
- Carries office supplies from store room to work station (EXHIBITS F & G)

Task Force Conclusion #3: Occasional carrying of a maximum weight of 50 pounds is required by the job.

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4. Pushing: Exerting force upon an object so that the object moves away from the force (including slapping, striking, kicking, and treadle actions)

The Task Force identified the following activity as representative of pushing required by the job:

- Pushes hand truck loaded with office supplies or other items (EXHIBIT H)

Task Force Conclusion #4: Occasional pushing of a maximum weight of 50 pounds is required by the job.

---

3

5. Pulling: Exerting force upon an object so that the object moves toward the force (including jerking)

The Task Force identified the following activity as representative of pulling required by the job:

- Pulls baggage truck from train side to baggage room

Task Force Conclusion #5: Occasional pulling of a maximum weight of 50 pounds is required by the job.

---

Special Notes for Lifting, Carrying, Pushing and Pulling

Note 1: while the maximum weight or force involved is estimated at 50 pounds, the Task Force unanimously agreed that the maximum for the vast majority of Yard Clerks is 20 pounds.

Note 2: At some locations on certain railroads, Piggyback tie-down activity is performed by Yard Clerks. Where this is true, the maximum weight lifted or carried and the maximum force exerted while pulling or pushing



6. Degree of Strength: The degree of strength required by a job is determined on the basis of the five factors which have been considered up until now. The degree of strength is expressed in terms of one of five categories.

Sedentary work: Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockers, ledgers, and small tools

Light work: Lifting 20 pounds maximum and/or carrying objects weighing up to 10 pounds

Medium work: Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds

Heavy Work: Lifting 100 pounds maximum with frequent lifting and/or carrying of objects up to 50 pounds

Very Heavy work: Lifting objects in excess of 100 pounds and/or carrying objects weighing 50 pounds or more

Task Force Conclusion #6: The degree of strength involved in the job is: Very Heavy Work.

---

7. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms

The Task Force identified the following activities as representative of the climbing required by the job:

- Climbs vertical locomotive steps (ladders) to work on locomotive (EXHIBIT G)
- Climbs vertical ladder to tram rail crane, normally to a height of 80 feet
- Climbs portable ladders, 5 or 6 steps, to gain access to locomotive
- For Maintenance of way Machinists: Climbs draw bridges and lift bridges to perform maintenance activities on operating mechanisms

Task Force Conclusion #7: Climbing is present in the job and it is important.

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8. Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gym-

nastic feats

The Task Force identified the following activities as representative of balancing required by the job:

- Maintains balance while walking on track ballast, sometimes during icy conditions and sometimes littered with freight spillage
- For piggyback tiedown activities: Maintains balance while using wrench in crouching position

Task Force Conclusion #8: Balancing is present and important.

9. Stooping: Bending body downward and forward by bending

The Task Force identified these activities as representative of the stooping required by the job:

- Stoops while filing in lower drawers (EXHIBIT M)
- Stoops while performing janitorial tasks, such as sweeping and scrubbing floors and picking up waste and litter
- Stoops while handling mail bags
- Stoops while servicing copy machines and other office equipment (EXHIBIT N)

Task Force Conclusion #9: Stooping is present and important.

-----  
10. Kneeling: Bending legs at knees to come to rest on knee or knees

Task Force Conclusion #10: Kneeling is present but not important.  
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6

10. Kneeling: Bending legs at knees to come to rest on knee or knees

The Task Force identified these activities as representative of kneeling required in the job:

- Kneels to replace brake shoes and to adjust air brakes
- Kneels to inspect parts of locomotive (EXHIBIT J)

Task Force Conclusion #10: Kneeling is present in the job and it is important.

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11. Crouching: Bending body downward and forward by bending legs and spine

The Task Force identified this activity as representative of crouching required by the job:

- Crouches while changing locomotive components such as gear cases, air equipment, brake straps, cylinder heads, and brake shoe heads (EXHIBIT K)

Task Force Conclusion #11: Crouching is present in the job and it is important.

---

12. Crawling: Moving about on hands and knees or hands and feet

The Task Force identified these activities as representative of the crawling required by the job:

- Crawls while making crank case inspections.
- Crawls while working on traction motors and drop tables
- Crawls between cab floor and locomotive deck (about 2 feet) to change air brake equipment and tractor motor blowers
- Crawls on top of locomotive to renew horn diaphragms, de-ice steam generator vents and to check cooling fans and bells

Task Force Conclusion #12: Crawling is present in the job and it is important.

7

14. Handling: Seizing, holding, grasping, turning, or otherwise working with hand or hands (fingering not involved)

The Task Force identified this activity as representative of handling required by the job:

- Handles staple gun when tagging cars (EXHIBIT Q)
- Holds and grasps office supplies and equipment
- Holds steering wheel while driving vehicles

Task Force Conclusion #14: Handling is present and important.

---

15. Fingering: Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling)

Task Force identified this activity as representative of fingering required by the job:

- Uses fingers in operating office machines, such as typewriters, keypunches, and computer terminals (EXHIBIT R)
- Uses fingers in sorting, filing, and otherwise manipulating office forms
- Uses pencil or pen for writing

Task Force Conclusion #15: Fingering is present and important.

16. Feeling: Perceiving attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of finger tips

The Task Force identified this activity as representative of feeling required by the job:

Yard Clerk.txt

- \* - Peels with finger tips while operating typewriters and computer terminals or calculators and in numerous paper handling activities (EXHIBITS S&T)

Task Force Conclusion #16: Feeling is present and important.

8

17. Talking: Expressing or exchanging ideas by means of spoken word

The Task Force identified these activities as representative of talking required by the job:

- Transmits information and instructions in person and via communications equipment including telephones, intercoms, two-way radios, yard speakers, and recording devices (EXHIBIT U)

Task Force Conclusion #17: Talking is present and it is important.

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18. Hearing: Perceiving nature of sounds by ear

The Task Force identified the following activities as representative of the hearing required by the job:

- Receives information and instructions in person and via communications equipment including telephones, intercoms, two-way radios, yard speakers, and recording devices (EXHIBIT U)
- Perceives whistles and bells and the sounds of moving equipment while engaging in yard work (Failure to hear audible signals and approaching equipment can result in loss of life)

Task Force Conclusion #18: Hearing is present and important.

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19. Visual acuity, far: Clarity of vision at 20 feet or more

The Task Force identified the following activities as representative of acuity, far required by the job:

- Reads car initials/numbers from towers, shanties or vehicles
- Verifies the presence or type of cars at distances greater than 20 feet.

Task Force Conclusion #19: Visual acuity, far, is present and important.

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20. Visual acuity, near: Clarity of vision at 20 inches

The Task Force identified these activities as representative of visual acuity, near, required by the job:

- Reads a wide variety of handwritten and/or printed material including waybills, computer printouts, train consists, and railway guides

Yard Clerk.txt

- Performs a wide variety of clerical activities at desk requiring near acuity (EXHIBIT V)

Task Force Conclusion #20: Visual acuity, near, is present and important.

- 
21. Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are

The Task Force identified the following activities as representative of depth perception required by the job:

- Judges distance and speeds of moving equipment in the work area
- Judges distance while using office equipment, such as, duplicating machines

Task Force Conclusion #21: Depth Perception is present and it is important.

- 
22. Field of Vision: Area that can be seen up and down or to right or left while eyes are fixed on a given point

The Task Force identified the following activity as representative of field of vision required by the job:

- Performs yard work requiring field of vision adequate to encompass ground condition, adjacent tracks, close clearances, and moving equipment and protruding objects (Failure to hear audible signals and approaching equipment can result in loss of life)

Task Force Conclusion #22: Field of vision is present and is important.

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23. Visual Accommodation: Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye

The Task Force identified the following activities as representative of visual accommodation required by the job:

- Looks alternately at printed lists and car initials/numbers to verify the accuracy of the consist
- Records car initials/numbers after determining same while car is moving

Task Force Conclusion #23: Visual accommodation is present and important.

- 
24. Color Vision: Ability to identify and distinguish colors

Task Force Conclusion #24: Color vision is not present.  
EXCEPTION: Where (a) the Clerk and Telegrapher/  
Operator seniority rosters are integrated and (b) there  
is reasonable expectation that a Clerk may be required  
to perform telegrapher/operator duties, Color Vision is  
present and important.

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25. Inside/Outside

Inside: Protection from weather conditions but not  
necessarily from temperature changes

Outside: No effective protection from weather

The Task Force identified the following activities as  
representative of inside/outside required by the job:

- Performs various clerical duties inside offices,  
towers, shanties, and vehicles
- Performs yard activities regardless of weather  
conditions and at any time of day or night

Task Force Conclusion #25: The average person in the job  
spends 25% of his time outside and 75% inside.

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26. Extreme Cold: Temperature sufficiently low to cause  
marked bodily discomfort

The Task Force agreed to this statement:

- Limited to weather conditions; during periods of  
extreme cold, work activity becomes more diffi-  
cult and frequently more hazardous so that extra  
precaution must be taken

Task Force Conclusion #26: Exposure to extreme cold is  
present and important.

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27. Cold/Temperature Changes: Variations in temperature  
which accompany extreme cold and are sufficiently  
marked and abrupt to cause marked bodily reactions

Task Force Conclusion #27: Exposure to cold temperature  
changes is present but not important.

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28. Extreme Heat: Temperature sufficiently high to cause  
marked bodily discomfort

The Task Force agreed to this statement:

- Limited weather conditions; extremely high  
outside temperatures are intensified by heat re-  
flected from equipment

Task Force Conclusion #28: Exposure to extreme heat is  
present but not important.

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29. Heat/Temperature Changes: Variations in temperature which accompany extreme heat and are sufficiently marked and abrupt to cause marked bodily reactions

Task Force Conclusion #29: Exposure to heat temperature change is present but not important.

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30. Wet: Contact with water or other liquids

The Task Force agreed to this statement:

- Limited to weather conditions; exposed to rain, wet equipment, and ground conditions

Task Force Conclusion #30: Exposure to wet conditions is present and important.

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31. Humidity: Atmospheric conditions with moisture content sufficiently high to cause marked bodily discomfort

Task Force Conclusion #31: Exposure to humidity is present but not important.

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32. Noise: Noise of sufficient magnitude, either constant or intermittent, to cause marked distraction or possible hearing loss

Task Force Conclusion #32: Noise is present but not important.

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33. Vibrations: Sufficient vibration to cause bodily harm if endured day after day

Task Force Conclusion #33: Vibration is not present.

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34. Hazards: Conditions in which there is danger to life, health, or bodily injury

The Task Force agreed to these statements:

- walks on irregular and/or icy surfaces which may be littered with freight spillage, and other material, including yard obstructions
- Performs regular duties in the presence of moving equipment
- Operates office equipment involving exposure to potential electrical shock and burns

Task Force Conclusion #34: Exposure to hazards is present and important.

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35. Fumes: Solid particles generated by condensation from the gaseous state, generally after volatilization from molten metals, and often accompanied by a chemical reaction such as oxidation

Task Force Conclusion #35: Fumes are present but not important.

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36. Odors: Noxious non-toxic smells

Task Force Conclusion #36: Odors are present but not important.

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37. Dust: Solid particles generated by handling, crushing, grinding, rapid impact, detonation, and decrepitation of organic and inorganic materials such as rock, ore, metal, coal, wood, and grain

Task Force Conclusion #37: Dust is present but not important.

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38. Mist: Suspended liquid droplets generated by condensation from the gaseous to the liquid state or by breaking up a liquid into a dispersed state, such as splashing, foaming, and atomizing

Task Force Conclusion #38: Mist is not present.

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39. Gases: Normally formless fluids which occupy the space of enclosure and which can be changed to the liquid or solid state only by the combined effect of increased pressure and decreased temperature

Task Force Conclusion #39: Gases are not present.

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40. Poor Ventilation: Insufficient or excessive movement of air causing a feeling of suffocation or exposure to drafts

Task Force Conclusion #40: Poor ventilation is not present.

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This Job Analysis Summary was reviewed and approved by the Project Steering Committee of the Railroad Personnel Association on September 22, 1977.

Robert L. Wilson for the Committee

CERTIFICATE

The undersigned met at 400 West Madison Street, Chicago, Illinois on July 7, 1977, to participate in job analysis activity designed to determine the physical demands and environmental conditions for the job of Yard Clerk. After extensive discussion we developed the attached document under the general guidance of Dr. C. H. Lawshe. We individually and collectively certify that the physical demands and environmental conditions presented in the document accurately and fairly represent the job as we know it on our respective properties.



Yard Clerk.txt

BALTIMORE AND OHIO CHICAGO TERMINAL (CHESSIE SYSTEM)

Donald A. McCombe, Asst. Manager Terminal Services

Michael F. Conway, Lead Yard Clerk

BESSEMER AND LAKE ERIE RAILROAD

Robert L. Whyte, Car Control Supervisor

BURLINGTON NORTHERN, INC.

Mary A. O'Brien, Yard Officer Supervisor

Clarence Dolley, General Clerk

CHICAGO AND NORTH WESTERN TRANSPORTATION COMPANY

Garry A. Neumaan, Assistant Agent

J. Diamond, Yard Clerk

CHICAGO, MILWAUKEE, ST. PAUL & PACIFIC RAILROAD

Dwain A. Tonne, Hold Clerk

Joe P. Kalasmiki, General Agent

CONSOLIDATED RAIL CORPORATION

Donald G. Kotsaliev, Supervisor Yard Procedures

Geoffrey N. Evert, Yard Clerk

LOUISVILLE D NASHVILLE RAILROAD

Dewey C. Carter, Agenet - Assistant Trainmaster

MISSOURI, PACIFIC RAILROAD COMPANY

E.D. Ashcraft, Claim Agent

SOUTHERN RAILWAY SYSTEM

Samuel D. Gray, Sr. Coordinator Stations & Terminals

Chicago, Illinois

July 7, 1977

EXHIBITS

The following photographs of incumbents performing job tasks were selected by members of the Project Steering Committee of the Railroad Personnel Association following the identification of the tasks by the Job Analysis Task Force.

C.H. Lawshe, Ph. D., Consulting Psychologist