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EMPLOYMENT AGREEMENT**HUMAN RESOURCES**

THIS EMPLOYMENT AGREEMENT (the "AGREEMENT"), effective the 14th day of November, 2016, by and between the CITY OF PORT ST. LUCIE, (the "CITY") acting through the CITY COUNCIL ("CITY COUNCIL"), and RUSS D. BLACKBURN ("EMPLOYEE"), governs the terms and conditions of EMPLOYEE's employment as City Manager.

WHEREAS, CITY desires to retain the services of a City Manager; and

WHEREAS, CITY agrees to employ EMPLOYEE, and EMPLOYEE agrees to accept employment with CITY, in the position of City Manager; and

WHEREAS, it is the desire of CITY COUNCIL to establish terms and conditions of employment, and to codify working conditions of EMPLOYEE.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, CITY and EMPLOYEE agree as follows:

I. DUTIES. EMPLOYEE shall perform the job duties set forth in the job description for the position of City Manager, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference.

II. DURATION OF AGREEMENT.

A. EMPLOYEE shall serve at the pleasure of CITY COUNCIL, and shall be an at-will contractual employee of the CITY.

B. Nothing in this AGREEMENT shall prevent, limit, or otherwise interfere with the right of CITY COUNCIL to terminate the employment of EMPLOYEE at any time, subject only to the provisions set forth in Section XI of this AGREEMENT.

C. Nothing in this AGREEMENT shall prevent, limit, or otherwise interfere with the right of CITY COUNCIL to cancel this AGREEMENT, subject only to the provisions set forth in Section III (B) or (C) of this Agreement.

D. Nothing in this AGREEMENT shall prevent, limit, or otherwise interfere with the right of EMPLOYEE to resign at any time, subject only to the provisions set forth in Section III (A) of this AGREEMENT.

III. CANCELLATION OF AGREEMENT.

The parties agree that this AGREEMENT may be canceled in one of the following ways:

A. EMPLOYEE may cancel this AGREEMENT by providing at least Sixty (60) days written notice to CITY COUNCIL of EMPLOYEE's voluntary resignation, unless the parties agree otherwise, in writing. A timely notice of cancellation constitutes a "good standing" separation. EMPLOYEE acknowledges and understands that in the event of a voluntary resignation, EMPLOYEE is not entitled to any severance pay.

B. CITY COUNCIL may cancel this AGREEMENT in the event EMPLOYEE abandons his position of City Manager. The position will be considered abandoned after unauthorized absences from work for a consecutive period of Three (3) days or Three (3) assigned shifts occur. EMPLOYEE is not entitled to severance pay in the event of cancellation due to abandonment.

C. If EMPLOYEE is convicted of a misdemeanor involving moral turpitude or a felony violation of Florida or federal criminal law, such charges arising from events and prosecution occurring during the term of this Agreement, CITY COUNCIL shall have the option of canceling this AGREEMENT without being obligated to pay any severance pay.

IV. TERMINATION OF EMPLOYMENT. CITY COUNCIL may, with or without cause, terminate the employment of EMPLOYEE at any time. In accordance with CITY's Charter, prior to CITY COUNCIL's vote to terminate, EMPLOYEE may demand a public hearing to be held (no sooner than Five (5) business days). This demand for public hearing will necessitate a second public meeting to conduct the hearing whereupon, at its conclusion, the vote may occur.

If EMPLOYEE's employment is terminated as set forth in Section II (B) or (C), EMPLOYEE shall be entitled to severance pay as set forth in Section XI. In the event of termination, EMPLOYEE shall also be compensated for all eligible accrued benefits to date, based on the limitations and conditions detailed herein.

V. PERFORMANCE CRITERIA AND EVALUATIONS.

A. At least annually, CITY COUNCIL shall meet with EMPLOYEE to establish performance standards, departmental goals and criteria for a performance evaluation. On or before each annual anniversary date of this AGREEMENT, CITY COUNCIL (or designee) shall, in accordance with criteria previously established, review and evaluate the performance of EMPLOYEE. As used herein and throughout this AGREEMENT, the term "Anniversary Date" shall mean November 21st of each year following the Date of Hire, and the term "Date of Hire" shall mean November 21, 2016.

B. CITY COUNCIL may provide EMPLOYEE with a written performance evaluation and provide an opportunity for EMPLOYEE to discuss the contents thereof with CITY COUNCIL for the purpose of advancing the overall effectiveness of EMPLOYEE in his position.

C. CITY COUNCIL may provide EMPLOYEE with periodic written performance evaluations during the first One Hundred Eighty (180) days of employment as City Manager.

VI. HEALTH, DISABILITY, AND LIFE INSURANCE.

A. CITY agrees to provide disability, accidental death and dismemberment, and life insurance for EMPLOYEE, and to pay the premiums thereon equal to that which is provided to all other CITY employees.

B. CITY agrees to provide comprehensive health and hospitalization insurance coverage, which includes medical, dental, and vision insurance for EMPLOYEE and EMPLOYEE's dependents (if eligible), provided EMPLOYEE pays the required contribution(s), co-payments, and other fees which shall reflect those applicable to other CITY employees.

VII. SECONDARY EMPLOYMENT. EMPLOYEE agrees not to accept any other full-time employment. Subject to the prior written approval of CITY COUNCIL, EMPLOYEE shall be allowed to accept part-time employment, such as the position of adjunct professor, and to accept normal compensation for such endeavors, provided such part-time employment shall be scheduled so as to not interfere with the normal operations of the CITY.

VIII. SICK, ANNUAL, COMPENSATORY, PERSONAL, BEREAVEMENT AND MILITARY LEAVES, AND OTHER AUTHORIZED ABSENCES.

A. SICK TIME. EMPLOYEE shall be granted Ninety-Six (96) hours sick time on his Date of Hire and upon each subsequent Anniversary Date. Said sick time may only be used in accordance with the provisions outlined in the CITY'S Personnel Rules and Regulations. In the event EMPLOYEE separates from his employment pursuant to Section III (B) or (C), or

Section IV, EMPLOYEE shall not be compensated for unused sick time. If EMPLOYEE cancels this AGREEMENT pursuant to Section III (A), said separation shall constitute good standing and compensation for unused sick time will be granted in accordance with the following:

Years Employed	Payment Percentage
5 - 9	50%
10 - 14	60%
15 - 19	75%
20 +	100%

Payments are limited to a maximum of One Thousand Forty (1,040) hours.

B. ANNUAL LEAVE. In recognition of EMPLOYEE's willingness to begin serving as City Manager during his relocation to become a resident of the City of Port St. Lucie, as required under Section XII of this AGREEMENT, EMPLOYEE shall accrue Fifteen (15) days of annual leave on his Date of Hire. Thereafter, EMPLOYEE shall accrue annual leave on a bi-weekly basis, using his Date of Hire, as follows:

Years Employed	Days Accrued Per Year
1-3	10
4-9	15
10-19	20
20 +	25

Annual leave may only be accrued to a maximum of Two Hundred Forty (240) regular hours. If EMPLOYEE leaves CITY employment after more than Six (6) months of continuous employment from his Date of Hire, he shall receive payment for any unused accrued annual leave as of the date of separation.

C. COMPENSATORY TIME. EMPLOYEE shall be granted Forty (40) hours of compensatory time upon his Date of Hire and upon each Anniversary Date. Said compensatory time may be used in addition to other approved leaves. No more than Forty (40) hours per year

may be utilized within any Twelve (12) month period, namely the period commencing on November 21st and ending on November 20th the following year. Upon separation from employment with CITY for any reason, including but not limited to retirement, termination or cancellation of the AGREEMENT, EMPLOYEE is not entitled to and will not receive payment for any unused compensatory time balance.

D. PERSONAL DAYS. EMPLOYEE shall be granted Three (3) paid personal leave days upon the Date of Hire and each Anniversary Date. Paid personal leave days may not be accrued from year-to-year. Personal days are not compensated upon separation from CITY employment.

E. BEREAVEMENT, MILITARY AND OTHER AUTHORIZED LEAVES/ABSENCES may be granted pursuant to the CITY's Personnel Rules and Regulations, and in accordance with applicable law.

IX. RETIREMENT. The CITY agrees to pay an amount equal to Ten and One-Half Percent (10.5%) of EMPLOYEE's base pay into the ICMA Retirement Corporation 401(A) or 457 Account. In the event that EMPLOYEE chooses to have retirement contributions placed in the ICMA-RC 401 (A) account, EMPLOYEE shall be deemed to be vested upon his Date of Hire, so long as doing so does not cause the parties to violate provisions of the Internal Revenue Code or other federal law. Said contributions shall coincide with EMPLOYEE'S bi-weekly salary payments as provided to all other managerial CITY employees.

X. SALARY/ALLOWANCES/COMPENSATORY LEAVE.

A. EMPLOYEE's starting salary shall be One Hundred Ninety Thousand Dollars (\$190,000.00) per year, payable in bi-weekly installments. On the first anniversary of EMPLOYEE's Date of Hire, EMPLOYEE's salary shall be increased by up to Five Percent (5%), based upon EMPLOYEE's annual performance review pursuant to Section V(A), but no less than the amount afforded to non-bargaining employees that year. Thereafter, EMPLOYEE shall be eligible for, and/or subjected to, any budgeted salary adjustments based upon annual performance reviews or for other legitimate reasons.

B. EMPLOYEE acknowledges that, pursuant to the Fair Labor Standards Act (FLSA), EMPLOYEE qualifies for the "EXECUTIVE" employee exemption. As an exempt employee, EMPLOYEE is paid a bi-weekly salary, not subject to minimum wage or overtime provisions of the FLSA. As such, EMPLOYEE shall do all things necessary and required to be available to CITY during the term of this AGREEMENT.

C. AUTOMOBILE EXPENSES. EMPLOYEE will receive mileage reimbursement for use of EMPLOYEE's personal vehicle for local and out-of-area business travel at the CITY rate, which shall annually coincide with the Internal Revenue Service's standard mileage rate.

D. COMMUNICATION EXPENSES. CITY hereby agrees to provide EMPLOYEE a CITY cell phone or similar device for use in the normal conduct of business in accordance with City policy.

E. RELOCATION EXPENSES. CITY shall pay directly for the expenses of moving EMPLOYEE, his family and personal property from Gainesville, Florida to Port St. Lucie.

Moving and temporary housing expense combined shall not exceed Seven Thousand Five Hundred Dollars (\$7,500.00). Employee agrees to secure at least Three (3) bids from reputable moving companies for such services, and shall use the lowest responsible bidder. EMPLOYEE agrees to provide receipts for expenses. If EMPLOYEE voluntarily separates from employment with the CITY within the first Two (2) years of employment, EMPLOYEE shall reimburse the CITY on a pro-rated basis for any personal property relocation expenses. Reimbursement of personal property moving expenses shall be paid immediately upon separation from employment.

XI. SEVERANCE PAY. CITY COUNCIL shall grant EMPLOYEE Twenty (20) weeks' severance pay upon termination by CITY COUNCIL pursuant to Section IV.

XII. RESIDENCY. EMPLOYEE shall establish legal residency within the City limits of Port St Lucie no later than Six (6) months from the Date of Hire, and shall maintain such residency throughout his tenure as City Manager.

XIII. GENERAL EXPENSES. CITY COUNCIL recognizes that certain expenses of a non-personal and job-affiliated nature may be incurred by EMPLOYEE, and hereby agrees to reimburse or to pay said general expenses, subject to prior approval of CITY COUNCIL and in accordance with CITY policy. A designated employee of the Finance Department is hereby authorized to disburse such monies upon receipt of duly executed expense or petty cash vouchers, receipts, statements, or personal affidavits.

XIV. CIVIC CLUB MEMBERSHIPS. CITY COUNCIL recognizes the desirability of representation in and before local civic and other organizations. EMPLOYEE shall present to CITY COUNCIL for its review and approval a listing of civic organizations for which, if approved, the CITY shall pay all expenses on EMPLOYEE's behalf.

XV. DUES AND SUBSCRIPTIONS. CITY agrees to budget for and pay the professional dues and subscriptions of EMPLOYEE necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued participation, growth and advancement for the good of the CITY. Specific examples would include, but not be limited to, the ICMA (International City Management Association) and the FCCMA (Florida City/County Management Association).

XVI. EMPLOYEE HANDBOOK. Terms and conditions of EMPLOYEE's employment not specifically set forth in this AGREEMENT shall be governed by the CITY's Personnel Rules and Regulations for non-bargaining unit employees, provided said provisions are not inconsistent with, or in conflict with, the provisions of this AGREEMENT, CITY Code of Ordinances and/or any law.

XVII. POST-EMPLOYMENT RESTRICTIONS. EMPLOYEE shall not personally represent another person or entity for compensation before CITY COUNCIL or any CITY board or commission for a period of Two (2) years following EMPLOYEE's separation from employment. However, this post-employment restriction shall not apply to EMPLOYEE's representation of a bargaining unit or any not-for-profit entity serving the needs of the community as may be determined by CITY COUNCIL.

This section shall survive the termination of EMPLOYEE or cancellation or nonrenewal of this AGREEMENT.

XVIII. LIABILITY INSURANCE/INDEMNIFICATION.

A. CITY agrees that EMPLOYEE shall be an insured in the CITY's general liability insurance program.

B. Beyond that required under federal, state, or local law, CITY shall defend, save harmless and indemnify EMPLOYEE against any tort, professional liability claim, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of EMPLOYEE's duties as City Manager or resulting from the exercise of judgment or discretion in connection with the performance of EMPLOYEE's duties or responsibilities, unless the act or omission involved willful or wanton conduct by EMPLOYEE. EMPLOYEE may request, and CITY shall not unreasonably refuse, to provide independent legal representation at CITY's expense. Legal representation provided by CITY for EMPLOYEE shall extend until a final determination of the legal action, including any appeals brought by either party. CITY shall indemnify EMPLOYEE against any and all losses, damages, judgment, interest, settlements, fines, court costs, and other liabilities incurred by, imposed upon, or suffered by EMPLOYEE in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his duties. Any settlement of any claim must be made with prior approval of CITY in order for indemnification, as provided in this section, to be available.


XIX. MODIFICATIONS. No change or modification of this AGREEMENT shall be valid unless it is reduced to writing and signed by both parties.

XX. GOVERNING LAW. This AGREEMENT shall be construed in accordance with, and governed by the laws of, the State of Florida and venue for any proceedings brought hereunder shall be in St. Lucie County, Florida.

XXI. SEVERABILITY OF PROVISIONS. If any clause or provision of this AGREEMENT shall be determined to be illegal or to be void as against public policy, the remainder of this AGREEMENT shall not be affected thereby.

IN WITNESS WHEREOF, the parties hereunto have set their hands to this Instrument this _____ day of _____ 2016.


Russ D. Blackburn, EMPLOYEE


Gregory J. Oravec
MAYOR

APPROVED AS TO FORM:

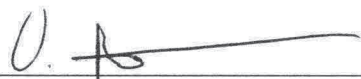

O. Reginald Osenton
City Attorney

EXHIBIT "A"

(to Employment Agreement)



CITY OF PORT ST. LUCIE
Position Description

Job Title: City Manager
Department: City Manager
Reports To: City Council
Job Code: 1030
Band: Administrator
Union Status: Non
FLSA Status: Exempt
Prepared Date: July 16, 2004
Modification Date:

Summary

Highly responsible administrative work directing and coordinating all phases of the general municipal government. Work involves the supervision of activities related to the City in accordance with the policies determined by the City Council, City Charter and applicable laws and ordinances.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Directs the overall effort of the City government. Acts as appointing authority for City employees by appointing department heads and staff as provided by state laws or local ordinances. Coordinates the efforts of the various departments under the City governmental structure.

Administers and supervises through subordinate department heads such functions as law enforcement, public works construction, maintenance of public streets and property, sanitation, financial operations and budgets, recreational activities, inspectional services, utilities operations, maintenance of public health, purchase of supplies and equipment, human resources functions and other related functions.

Prepares the annual City budget for submission to the Council. Submits recommendations and estimates to the Council for their discussion and approval concerning the efficient operation of the City government. Keeps the Council informed of general City operations and activities.

Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.

Recommends zoning regulation controlling location and development of residential and commercial areas.

Plans and recommends future City programs.

Maintains community respect for City operations through good public relations and by keeping residents informed of City progress and policies. Discusses problems and complaints concerning City operations with the taxpayers or refers to appropriate office for action.

Oversees the City's media relations activities.

Job Title: City Manager
Department: City Manager
Supervisory Responsibilities

Responsible for the overall direction, coordination, and evaluation of the units under incumbent's direction. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

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Department: City Manager

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Contributes to profits and revenue; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Job Title: City Manager

Department: City Manager

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Master's degree (M.A. or M.S.) in Business Administration, Public Administration or a related field from an accredited college or university. Four to ten (4-10) years of experience in a responsible administrative or management position in municipal government.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

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Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of database software; Microsoft Excel spreadsheet software and Microsoft Word word processing software.

Certificates, Licenses, Registrations

A comparable amount of training, education or experience may be substituted for the minimum qualifications.

Other Skills and Abilities

Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government, and in particular those of the City.

Ability to delegate authority and responsibility to subordinate department heads and to maintain an effective organization.

Ability to communicate clearly in writing and orally and to appear before groups of taxpayers and the Council to present data and programs that enhance the continued efficient operation of the City.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand, reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.