



1033 Springfield Avenue
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ADA COMPLIANCE

ADA COMPLIANCE FOR UNION COLLEGE OF UNION COUNTY, NJ POSITIONS: PHYSICAL, MENTAL & WORK ENVIRONMENT STANDARDS

REFERENCE DOCUMENT

Note: The following Standards describe the work environment and the physical and mental demands for the three categories of positions at UCNJ Union College of Union County, NJ (“The College”). An ability to meet these Standards is deemed essential for each position within a given category. Nevertheless, the Standards set forth herein are not exclusive, and each position may have additional work environment and physical and mental demands that are not contained within the written job description. Additionally, The College is an environment of constant innovation and flux, and we reserve the right to modify the job duties at any time as deemed necessary.

1. UCNJ Union College of Union County, NJ: OFFICE POSITIONS

Physical/Mental Demands

Most positions at UCNJ Union College of Union County, NJ are performed within an office environment and duties are primarily performed behind a desk at a UCNJ campus. Employees in these positions are called upon to operate a computer, read and write, and interact with others in person, over the phone, and via other modalities. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. The applicant will be called to travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, trainings, events, and other business activities. Persons in these positions are required to frequently lift, carry, push and/or pull objects weighing up to 10 lbs. They also occasionally move objects weighing up to 20 lbs., and sometimes, but very rarely, up to 50 lbs.

Persons holding these positions must have strong communication and organizational skills, and an ability to interact and work with others. They must be able to work under time constraints and deadlines.

Work Environment

Persons holding office positions are generally subject to inside environmental conditions having the lighting, temperature, and noise of an open floor-plan office environment.

2. UCNJ Union College of Union County, NJ: FACILITIES/PHYSICAL PLANT POSITIONS

Physical /Mental Demands



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Facilities/Physical Plant positions at UCNJ Union College of Union County, NJ include maintenance, transportation, and other positions whose primary duties involve manual labor and physical exertion. Maintenance positions frequently operate machinery and other equipment, and clean and maintain various grounds, equipment, lighting, and other facility items. The type of work performed by persons in these positions include carpentry, electrical, and plumbing work. Persons holding transportation positions regularly operate vehicles and transport mail, packages, and other goods as well as people. Employees in Facilities/Physical Plant positions may be called upon to operate a computer, read, and write. They are frequently required to communicate and interact with others in person and at times, over computers, phones, and other modalities. In addition, they are frequently required to lift, carry, push, and/or pull objects weighing up to 50 lbs. or more, occasionally, up to 100 lbs., and rarely, up to 200 lbs. Persons holding these positions must have an ability to interact and work with others in a diverse, fast paced environment. They must be able to work under time constraints and deadlines.

Work Environment

Persons holding Facilities/Physical Plant positions generally work at specific UCNJ Union College of Union County, NJ locations, but may be required to travel to other campuses, as needed. Employees in these positions are frequently exposed to moving mechanical parts and occasionally exposed to hot or cold weather, and wet and/or humid conditions. Maintenance positions may also occasionally be exposed to high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment ranges from moderate to occasionally loud. Additionally, the applicant may be called in emergent situations.

3. UCNJ Union College of Union County, NJ: PUBLIC SAFETY POSITIONS

Physical /Mental Demands

Public Safety positions at UCNJ includes those responsible for promoting and providing a safe and secure educational and work environment for the campus and general community through regular patrols and interaction with all members of the community including traffic flow through the College and parking enforcement. Public Safety officers are expected to conduct their day-to-day work with little or no direct supervision, independently solve problems, establish priorities, and handle emergencies, including potentially dangerous situations. Employees in Public Safety positions are required to operate a computer, read, and write. They are frequently required to communicate and interact with others, in person and over computers, phones and other modalities. In addition, they are frequently required to lift, carry, push, and/or pull objects weighing up to and over 50 lbs., occasionally, up to 100 lbs. Must be able to stand and walk, bend at the waist, kneel or crouch, sit, stand or



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walk for extended periods of time and may at times need the physical strength to subdue or restrain persons.

Persons holding these positions must have an ability to interact and work with others. They must be able to work under time constraints, stress and deadlines.

Work Environment

Persons holding Public Safety positions generally work at specific UCNJ locations, but may be required to travel to other locations, as needed in a patrol environment which includes exposure to all types of adverse weather conditions including hot or cold weather, and wet and/or humid conditions. Public Safety positions may also be exposed to dissatisfied, unruly or possibly combative or abusive individuals and to those needing restraint. Positions in Public Safety are called upon in emergent situations, possibly involving but not limited to, hazardous materials, flooding, fire, and smoke.

To ensure that individuals with disabilities have equal access to employment opportunities, The College is committed to providing reasonable accommodations to qualified employees and applicants with disabilities unless to do so would cause undue hardship.

UCNJ Union College of Union County, NJ has the sole right to modify, interpret, and apply these standards. These standards are not the only duties or requirements required or deemed essential for the positions to which they apply. These standards do not constitute a contract of employment.