



JOB DESCRIPTION TEMPLATE

ROLE: _____

(Mechanic, Equipment Operator, Accounting, etc.)

Job title			
Brief Description of Duties			
Primary Responsibilities			
Secondary Responsibilities			
Direct Supervisor			
Direct Report			
Other Functions as Needed			
Specific Qualifications & Special Training			
Skills Required			
Suggested Experience			
Recommended Education			
Attributes, Abilities or Interests			
Physical Requirements			
Salary Range	Low:		High:
Work Hours			
Overtime	Never:		Seldom:
Benefits	Often:		
Safety Responsibilities			