

TO: Prospective HVAC Program Students

FROM: Becky Alsup, Dean, Manufacturing, Construction, and Transportation Pathway

RE: Functional Abilities for HVAC1 & HVAC2 (Diploma & Associate degree)

The Federal Americans with Disabilities Act (ADA) bans discrimination of persons with disabilities. In keeping with this law, MATC makes every effort to ensure quality education for all students. However, we feel obligated to inform students of the essential functions demanded by a particular occupation.

The following physical, cognitive and environmental factors are encountered by Fire Protection Technician students in classroom and practicum activities and in the workforce:

#### PHYSICAL PERFORMANCE STANDARDS

		Never	Sometimes	Frequently	Always	Frequently	Job Essential	
			1-30%	31-75%	76-100%	is per: Day	yes	no
SPEECH								
	Speak with Clarity				x		x	
	Communicate with Clarity				x		x	
HEARING								
	Conversation			x				x
	Telephone				x			x
SIGHT								
	Natural or Corrected				x		x	
	Depth Perception				x		x	
	Color Vision				x		xx	

		Never	Sometimes	Frequency	Always	Frequently	Job Essential	
			1-30%	31-75%	76-100%	is pervade	Yes	No
MOBILITY								
	Lift, Push or Pull- 50 lbs.					x	x	
	Shoulder					x	x	
	Arm					x	x	
	Neck					x	x	
	Standing					x	x	
	Move About Facility					x	x	
	Bending					x	x	
	Crawling					x	x	
	Kneeling					x	x	
	Twisting Body					x	x	
	Running	x						x
	Walking					x	x	
	Climbing					x	x	
	Stairs					x	x	
	Other							
REACHING								
	Overhead					x	x	
	In Front of Body					x	x	
	Down					x	x	
GRASPING								
	Overhead					x	x	
	In Front of Body					x	x	
	Down					x	x	
SITTING						x	x	
SMELLING								
TASTING								

		Never	Sometimes	Frequency	Always	Frequently	Job Essential
FINE MOTOR CONTROL							
Hands						x	x
Fingers/Tactile Sense						x	x

	Never	Sometimes	Frequently	Always	Frequently	Job Essential
		1.30%	31-75%	76-100%	is per day	
Wrist						x
COORDINATION						x
Eye/Hand				x		x
Eye/Hand/Foot				x		x
ALLERGIES						
Tolerance to Latex		x				

#### COGNITIVE/MENTAL FACTORS

		Job Essential	
		Yes	No
REASONING			
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions		x	
Interpret instructions furnished in oral, written, diagrammatic, or schedule form		x	
Deal with problems from standard situations		x	
Carry out detailed but uninvolved written or oral instructions		x	
Carry out one or two step instructions		x	
MATHEMATICS			
Complex skills - Business math, algebra, geometry or statistics		x	
Simple skills - add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements		x	
READING			
Complex skills - Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings		x	
Simple skills - Comprehend simple instructions or notations from a log book		x	
WRITING			
Complex skills - Prepare business letters, report summaries using prescribed format and conforming to all rules of punctuation, spelling, grammar, diction and style		x	
Simple skills - English sentences containing subject verb and object; names and addresses, complete job application or notations in a log book		x	

		Job Essential	
		Yes	No
PERCEPTION			
Spatial - ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to "visualize" objects of two or three dimensions, or to think visually of geometric forms		x	
Form - ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line		x	
DATA			
Synthesizing		x	
Coordinating		x	
Analyzing		x	
Compiling		x	
Computing		x	
Copying		x	
Comparing		x	

PERSONAL TRAITS		
Ability to comprehend and follow instructions	x	
Ability to perform simple and repetitive tasks	x	
Ability to maintain a work pace appropriate to a given work load	x	
Ability to relate to other people beyond giving and receiving instructions	x	
Ability to influence people	x	
Ability to perform complex or varied tasks	x	
Ability to make generalizations, evaluations or decisions without immediate supervision	x	
Ability to accept and carry out responsibility for direction, control and planning	x	

#### ENVIRONMENTAL FACTORS

	Job Essential	
	Yes	No
Works indoors	x	
Works outdoors	x	
Exposure to extreme hot or cold temp	x	

	Job Essential	
	Yes	No
Walking at unprotected heights	x	
Being around moving machinery	x	
Exposure to marked changes in temperature/humidity	x	
Exposure to dust, fumes, smoke, gasses, odors, mists or other irritating particles	x	
Exposure to toxic or caustic chemicals	x	
Exposure to excessive noises	x	
Exposure to radiation or electrical energy	x	
Exposure to solvents, grease, or oils	x	
Exposure to slippery or uneven walking surfaces	x	
Working in confined spaces	x	
Using computer monitor	x	
Working with explosives	x	
Exposure to vibration	x	
Exposure to flames or burning items	x	
Works around others	x	
Works alone	x	
Works with others	x	
SAFETY EQUIPMENT (REQUIRED TO WEAR)		
Safely glasses	x	
Face mask/face shield	x	
Ear plugs	x	
Hard hat	x	
Protective clothing	x	
Protective gloves	x	
Exposure to Blood and OPIM		x

If you have any questions or wish to discuss further the essential functions required of a HVAC1 & HVAC2 (Diploma & Associate degree) please call or email, Department Chair [Doni Bartly](mailto:Doni.Bartly) and/or, Instructional at [Bartlyd@matc.edu](mailto:Bartlyd@matc.edu)

MATC is an Affirmative Action Equal Opportunity Institution and complies with all requirements of the Americans with Disabilities Act

## MILWAUKEE AREA TECHNICAL COLLEGE

\_\_\_\_\_ I have read and I understand the Essential Functions specific to the occupation of

\_\_\_\_\_ I have the ability to meet the Physical Performance Standards as specified.

HVAC1 & HVAC2 (Diploma & Associate degree)

(Signed)

\_\_\_\_\_

(Date)

The Americans with Disabilities Act bans discrimination of persons with disabilities and in keeping with this law, MATC makes every effort to insure quality education for all students. It is our obligation to inform the students of the essential functions demanded by this program and occupation. Students requiring accommodation or special services to meet physical performance standards of the Emergency Medical Services program should contact the Special Needs Department for assistance (Room C219).

I require the following accommodations to meet the Physical Performance Standard as specified.

(Signed)\_\_\_\_\_

(Date)\_\_\_\_\_

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