



Congratulations on receiving a conditional offer of employment for PG&E's Gas Service Representative position.

PG&E is committed to upholding the highest standards in workplace safety. As part of that commitment, we require that all new-hires in the Gas Service Representative jobs participate in a WorkSTEPS Post-Offer Physical Assessment to ensure they can capably perform the job for which they are hired. The test will be administered by a licensed, trained and certified clinician in the WorkSTEPS network. Please review this Guide carefully as it includes information about Physical Assessment requirements.

This preparation guide will educate you on the components of the WorkSTEPS Post-Offer Physical Assessment, and help you prepare for the test.

Below you will find general test preparation guidelines:

1. Bring a photo ID, as it is required to participate in the Assessment.
2. Wear loose-fitting, comfortable clothing (preferably shorts) and tennis shoes if possible, as this is a Physical assessment.
3. Do not use nicotine (cigarettes or chewing tobacco) for approximately 30 minutes before the test, as your blood pressure will be taken and nicotine can negatively affect blood pressure.
4. Do not drink any caffeine (coffee, sodas, energy drinks) for approximately 30 minutes before the test because caffeine products can negatively affect heart rate readings.
5. Try to eat something light 30 minutes to an hour before the test.
6. Do not drink ANY alcoholic beverages the day of the test.
7. If you have been ill, please notify the facility administering the test, as it may be necessary to reschedule you for a date when you are well.
8. Please notify PG&E in advance if you anticipate any accommodation to perform the physical requirements of this test.

We also recommend you incorporate regular exercise into your daily routine in the weeks and months leading up to the test. Walking, running, or biking for 20-to-30 minutes a day will greatly improve your general conditioning and your ability to complete the test successfully.

Components of the Physical Assessment

Dynamic Lifting

You will be required to participate in a progressive lifting sequence to ensure that you are strong enough to participate in the Job Specific Testing component of the test, which simulates the essential functions of the position for which you are being considered.



Pre-Test Requirement:

Cardiovascular Step Test:

You will be asked to participate in a three-minute step-test where you will be asked to step on and off an 8-inch step, alternating between left and right feet, to measure your baseline cardiovascular fitness.

Tips to prepare:

Walking, running or biking for 20-to-30 minutes increments

Job Specific Testing

Lifting Quick Change Apparatus onto and out of truck bed

You will demonstrate the ability to lift the 36 lb box from the ground and set on the 23-inch high platform. This task is to be repeated 4 times with rest allowed between reps.





Tips to prepare:

This lift primarily requires good strength in your legs, stomach, back and arms.

The following exercises will help strengthen the muscle groups used in the simulation:

- *Squats, lunges and leg presses to increase leg strength*
 - *Plank exercises to build strength in the stomach, back and arms*
 - *Arm curls and arm raises to build strength in the arms*
 - *Hand grip exercises to increase control of the box.*
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Loosening fitting rings on meter assembly

Utilizing a pulley system or isokinetic simulation equipment, and in a horizontal pushing motion, you will demonstrate the ability to loosen the fitting ring on a meter assembly which are 29 inches off the ground and require 104 ft/lbs. of horizontal pushing force to break connection. You will perform this task in a posture that you feel is comfortable and safe. You will perform this task 4 times with a rest break (if needed) between each attempt.



Tips to Prepare

This task requires significant shoulder and upper back strength, a strong grip, as well as stomach strength. The following exercises will help strengthen the muscle groups used in the simulation:

- *Perform shoulder exercises while using a pulley/cable system that allows you to safely lean to each side alternately*
 - *Curl-ups or sit-ups to build stomach strength*
 - *Elbow curls and arm raises with weights to build arm strength*
 - *Hand and wrist strengthening exercises*
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Loosening tee valve on meter assembly

Utilizing a 12 to 18 inch long crescent wrench and in a vertical pulling motion, you will demonstrate the ability to loosen the tee valve on a meter assembly which is 29 inches off the ground and requires 104 ft/lbs of vertical pulling force to break the connection. You will perform this task in a posture that you feel is comfortable and safe. You will perform this task 4 times with a rest break (if needed) between each attempt.



Tips to Prepare

This task requires significant shoulder and upper back strength, a strong grip, as well as stomach strength. The following exercises will help strengthen the muscle groups used in the simulation:

- *Perform shoulder exercises while using a pulley/cable system that allows you to safely lean to each side alternately*
 - *Curl-ups or sit-ups to build stomach strength*
 - *Elbow curls and arm raises with weights to build arm strength*
 - *Hand and wrist strengthening exercises*
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Lifting and carrying tool box

Utilizing either hand, you will lift the tool box from the handle which is located at 37.75 inches off the ground, lift 4 inches (clearing truck bay), carry it 72.15 feet, and place the tool box on the ground. You will perform this task 4 times with a rest break (if needed) between each attempt.



Tips to prepare:

This task requires static balance capability, stomach, back, leg strength, and endurance. Some exercises that will help strengthen the muscle groups used in this simulation include:

- *Squats, lunges and leg presses to increase leg strength*
 - *Ankle stretching exercises*
 - *Curl-ups or sit-ups to build stomach strength*
 - *Practice single-limb balance with each leg, increasing the time up to 30 second*
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