



TAHOE CITY PUBLIC UTILITY DISTRICT Job Analysis Form

JOB TITLE: Director of Support Services

DEPT: Support Services

JOB SUMMARY: Under the general direction of the General Manager, develops and manages the Support Services Department; which includes the Technical Services Division, Information Systems and Technology Division and the District’s GIS and CMMS programs and coordinates the District’s systems and technology infrastructure.

1. Gross Body Movements:

0% - 12% (Rarely) 13% - 33% (Occasionally) 34% - 66% (Frequently) 67% - 100% (Regularly)

Activity	Daily Frequency
A. Sitting	Regularly
B. Standing	Occasionally
C. Walking	Occasionally
D. Walking – uneven terrain	Occasionally
E. Driving	Rarely
F. Hearing	Regularly
G. Speaking	Regularly
H. Seeing	Regularly

2. Job Specific Body Movements:

Occasionally (OCC) = 1/3 of time or less. Frequently (FREQ) = 1/3 – 2/3 of time. Continuously (CONT) = more than 2/3 of time.

Activity	Daily Frequency
A. Bending at Waist	OCC
B. Climbing (stairs/ladders/etc)	OCC
C. Crawling	OCC
D. Crouching	OCC
E. Kneeling	OCC
F. Pushing (50 lbs)	OCC
G. Pulling (50 lbs)	OCC
H. Stooping	OCC
I. Working at heights; (8-10) feet above/below ground	OCC
J. Working/Reaching above shoulder level	OCC
K. Working/Reaching below shoulder level	OCC

L. Working/Reaching at desk level CONT

3. Lifting:

Occasionally (OCC) = 1/3 of time or less. Frequently (FREQ) = 1/3 – 2/3 of time. Continuously (CONT) = more than 2/3 of time.

Weight	Daily Frequency
A. 10 lbs or less	OCC
B. 11 to 25 lbs	OCC
C. 26 to 50 lbs.	OCC
D. 51 to 75	NA
E. 76 to 100 lbs.	NA
F. Over 100 lbs.	NA

4. Hand Coordination Activities:

0% - 12% (Rarely) 13% - 33% (Occasionally) 34% - 66% (Frequently) 67% - 100% (Regularly)


Activity	Daily Frequency
A. Hand	
1. Pulling	Occasionally
2. Pushing	Occasionally
B. Fine Manipulation	
1. Typing/Keyboard	Regularly
2. Calculator	Occasionally
3. Writing	Frequently
4. Hand Tools	Rarely
5. Equipment (nuts/bolts, etc)	Rarely
C. Simple Grasping	
1. Filing	Occasionally
2. Moving Computer Mouse	Regularly
3. Phone Receiver	Occasionally
4. 3-Ring binder/files	Rarely
5. Manipulating maps	Frequently
6. Writing on clipboard	Rarely
D. Power Grip	
1. Power Tools	Rarely
2. Equipment (shovel, etc)	Rarely
E. Arm	
1. Lateral Movement	Rarely
2. Rotation	Rarely

5. Height from floor of objects to be reached or worked on:

Object	Height
A. Cabling/wiring; monitors; cameras	8 -10 feet

6. Mental Requirements

Activity	Daily Frequency
1. Analyzing	Continuous
2. Identifying	Intermittent
3. Interpreting	Intermittent
4. Knowing	Continuous
5. Observing	Intermittent
6. Problem Solving	Continuous
7. Remembering	Intermittent
8. Understanding	Continuous
9. Explaining	Continuous

Reviewed/Approved by: 

Date: 12/23/2015