



**TAHOE CITY PUBLIC UTILITY DISTRICT  
Job Analysis Form**

**JOB TITLE:** Operations Technician-Water Quality      **DEPT:** Utilities

**JOB SUMMARY:** Under the general supervision of the Utilities Superintendent, performs a wide variety of semi-skilled to skilled work in an independent manner within the Utilities Department including maintenance, repair and monitoring of water and wastewater systems, water quality compliance, water meter reading and water leak detection; and to perform more complex administrative and technical tasks.

**1. Gross Body Movements:**

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

<b>Activity</b>	<b>Daily Frequency</b>
A. Sitting	Frequently
B. Standing	Frequently
C. Walking	Frequently
D. Walking – uneven terrain	Frequently
E. Driving	Frequently
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.

<b>Activity</b>	<b>Daily Frequency</b>
A. Bending at Waist	FREQ
B. Climbing (stairs/ladders/etc)	OCC
C. Crawling	OCC
D. Crouching	FREQ
E. Kneeling	FREQ
F. Pushing (22.5 lbs)	OCC
G. Pulling (22.5 lbs)	OCC
H. Stooping	FREQ
I. Working at heights; (15) 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.

	<b>Weight</b>	<b>Daily Frequency</b>
A.	10 lbs or less	FREQ
B.	11 to 22.5 lbs	FREQ
C.	22.6 to 50 lbs	N/A
D.	51 to 75	N/A
E.	76 to 100 lbs	N/A
F.	Over 100 lbs	N/A

### 4. Hand Coordination Activities:

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

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

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

<b>Object</b>	<b>Height</b>
A. Valves, drywells	5 – 6 ft
B. Vactor controls/reel	4 ft.
C. TV van controls and camera	4 ft.

6. Mental Requirements

<b>Activity</b>	<b>Daily Frequency</b>
1. Analyzing	Continuously
2. Identifying	Continuously
3. Interpreting	Continuously
4. Knowing	Continuously
5. Observing	Continuously
6. Problem Solving	Continuously
7. Remembering	Continuously
8. Understanding	Continuously
9. Explaining	Continuously

**Reviewed/Approved by:**



**Date:** June 2, 2015