



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

**JOB TITLE:** Engineering Manager

**DEPT:** Engineering

**JOB SUMMARY:** Under the administrative direction of the District Engineer/Assistant General Manager, directs activities of the Engineering Department.

**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	Regularly
B. Standing	Occasionally
C. Walking	Occasionally
D. Walking – uneven terrain	Rarely
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.

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

### 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	OCC
B. 11 to 25 lbs	OCC
C. 26 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	Rarely
2. Pushing	Rarely
<b>B. Fine Manipulation</b>	
1. Typing/Keyboard	Regularly
2. Calculator	Occasionally
3. Writing	Frequently
4. Hand Tools	Rarely
5. Equipment (nuts/bolts, etc)	Rarely
<b>C. Simple Grasping</b>	
1. Filing	Occasionally
2. Moving Computer Mouse	Regularly
3. Phone Receiver	Frequently
4. 3-Ring binder/files	Occasionally
5. Manipulating maps	Frequently
6. Writing on clipboard	Occasionally
<b>D. Power Grip</b>	
1. Power Tools	Rarely
2. Equipment (shovel, etc)	Rarely
<b>E. Arm</b>	
1. Lateral Movement	Rarely
2. Rotation	Rarely


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

<b>Object</b>	<b>Height</b>
A. File cabinets	6'-0"
B. Book cases	8'-0"

## 6. Mental Requirements

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

**Reviewed/Approved by:**

A handwritten signature in blue ink, appearing to read "Sam Barclay".

**Date:** 12/31/2018