



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

**JOB TITLE:** Operations Technician - Mechanic

**DEPT:** Utilities

**JOB SUMMARY:** Under the general supervision of Utilities Superintendent, maintains, repairs and inspects District light and heavy-duty vehicles, heavy equipment and small tools and equipment.

**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	Occasionally
B. Standing	Frequently
C. Walking	Frequently
D. Walking – uneven terrain	Rarely
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	OCC
E. Kneeling	FREQ
F. Pushing (10-50 lbs)	OCC
G. Pulling (10-50 lbs)	OCC
H. Stooping	OCC
I. Working at heights; (15) 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	OCC

### 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	CONT
B. 11 to 25 lbs	FREQ
C. 26 to 50 lbs.	FREQ
D. 51 to 75	OCC
E. 76 to 100 lbs.	OCC
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	Occasionally
2. Pushing	Occasionally
<b>B. Fine Manipulation</b>	
1. Typing/Keyboard	Rarely
2. Calculator	Rarely
3. Writing	Rarely
4. Hand Tools	Frequently
5. Equipment (nuts/bolts, etc)	Frequently
<b>C. Simple Grasping</b>	
1. Filing	Rarely
2. Moving Computer Mouse	Rarely
3. Phone Receiver	Rarely
4. 3-Ring binder/files	Rarely
5. Manipulating maps	Rarely
6. Writing on clipboard	Occasionally
<b>D. Power Grip</b>	
1. Power Tools	Frequently
2. Equipment (shovel, etc)	Frequently
<b>E. Arm</b>	
1. Lateral Movement	Frequently
2. Rotation	Frequently

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

<b>Object</b>	<b>Height</b>
A. Vactor truck	20 feet
B. Vehicles, trucks, SUVs	6 feet

## 6. Mental Requirements

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

**Reviewed/Approved by:**



**Date:** 1/30/2015