



TAHOE CITY PUBLIC UTILITY DISTRICT
Job Analysis Form

JOB TITLE: Utilities Operations Specialist I/II/III **DEPT:** Utilities

JOB SUMMARY: Under the supervision of assigned department manager or supervisor, performs a variety of work in the preventive maintenance, repair, replacement and monitoring of the District's water and wastewater systems.

1. Gross Body Movements:

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

Activity	Daily Frequency
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.

Activity	Daily Frequency
A. Bending at Waist	FREQ
B. Climbing (stairs/ladders/etc)	FREQ
C. Crawling	OCC
D. Crouching	OCC
E. Kneeling	FREQ
F. Pushing (75 lbs)	OCC
G. Pulling (75 lbs)	OCC
H. Stooping	FREQ
I. Working at heights; (40) 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.

Weight	Daily Frequency
A. 10 lbs or less	FREQ
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)

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

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

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

6. Mental Requirements

Activity	Daily Frequency
1. Analyzing	Continuous
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