



TAHOE CITY PUBLIC UTILITY DISTRICT Job Analysis Form

JOB TITLE: Parks Cashier

DEPT: Parks and Recreation

JOB SUMMARY: Under the supervision of the Parks Superintendent, to perform a variety of unskilled, semi-skilled and skilled work at Wildlife Conservation Board (WCB) Lake Forest Boat Ramp kiosks; cashier, provide customer service, assist users, perform boat inspections per Tahoe Regional Planning Agency (TRPA) regulations and serve as campground host at Lake Forest Campground. Also, maintain, repair, enhance, preserve and protect assigned park and recreation facilities.

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	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	FREQ
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	OCC
J. Working/Reaching above shoulder level	FREQ
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.

Weight	Daily Frequency
A. 10 lbs. or less	OCC
B. 11 to 25 lbs.	N/A
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).

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

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

Object	Height
A. Filing cabinets	Rarely
B. Binders on shelf	Frequently

6. Mental Requirements

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

Reviewed/Approved by: 

Date: 4/22/2015