



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

**JOB TITLE:** Pro Shop Assistant

**DEPT:** Parks and Recreation

**JOB SUMMARY:** Under the supervision of the Golf Course Manager, to perform a variety of unskilled, semi-skilled and skilled work at the Tahoe City Golf Course Pro Shop. Incumbents will assist and register customers for play; assist with tee times, merchandising, receiving, and banking of player fees; and tournament administration.

**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	Occasionally
E. Driving – golf cart	Occasionally
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	N/A
D. Crouching	OCC
E. Kneeling	OCC
F. Pushing (10 lbs)	OCC
G. Pulling (10 lbs)	OCC
H. Stooping	OCC
I. Working at heights	N/A
J. Working/Reaching above shoulder level	FREQ
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	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	Occasionally
2. Pushing	Occasionally
<b>B. Fine Manipulation</b>	
1. Typing/Keyboard	Frequently
2. Calculator	Frequently
3. Writing	Frequently
4. Hand tools	Rarely
5. Equipment (nuts/bolts, etc.)	Occasionally
<b>C. Simple Grasping</b>	
1. Filing	Rarely
2. Moving computer mouse	Rarely
3. Phone receiver	Frequently
4. 3-Ring binder/files	Rarely
5. Manipulating maps	N/A
6. Writing on clipboard	Occasionally
<b>D. Power Grip</b>	
1. Power tools	N/A
2. Equipment (shovel, etc.)	Rarely
<b>E. Arm</b>	
1. Lateral movement	Occasionally
2. Rotation	Occasionally

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

<b>Object</b>	<b>Height</b>
A. Filing cabinets	Rarely
B. Binders on shelf	Rarely

6. Mental Requirements

<b>Activity</b>	<b>Daily Frequency</b>
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: *Robert I. Brown*      **Date:** March 21, 2017