



TAHOE CITY PUBLIC UTILITY DISTRICT
Job Analysis Form

JOB TITLE: Recreation Leader

DEPT: Parks and Recreation

JOB SUMMARY: Under the direction of the Director of Parks and Recreation, to organize, coordinate and participate in a wide variety of community afterschool and summer camp programs, and other recreational programs and activities.

1. Gross Body Movements:

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

Activity	Daily Frequency
A. Sitting	Regularly
B. Standing	Occasionally
C. Walking	Regularly
D. Walking – uneven terrain	Frequently
E. Driving	Regularly
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)	CONT
C. Crawling	OCC
D. Crouching	FREQ
E. Kneeling	FREQ
F. Pushing (25 lbs)	OCC
G. Pulling (25 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	OCC
L. Working/Reaching at desk level	CONT

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

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

Object	Height
A. Food and snacks	6 feet
B. Art supplies	6 feet
C. Banner/poster hanging	10 feet

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: 3/3/15