



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

**JOB TITLE:** Utilities Superintendent

**DEPT:** Utilities

**JOB SUMMARY:** Under the direction of the Director of Utilities, plans, organizes and supervises the operation and maintenance of the District's water and wastewater systems and fleet maintenance operations.

**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	Occasionally
C. Walking	Occasionally
D. Walking – uneven terrain	Occasionally
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.

<b>Activity</b>	<b>Daily Frequency</b>
A. Bending at Waist	OCC
B. Climbing (stairs/ladders/etc)	OCC
C. Crawling	N/A
D. Crouching	OCC
E. Kneeling	OCC
F. Pushing (10-30 lbs)	OCC
G. Pulling (10-30 lbs)	OCC
H. Stooping	OCC
I. Working at heights; (6) 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	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.

	<b>Weight</b>	<b>Daily Frequency</b>
A.	10 lbs or less	OCC
B.	11 to 25 lbs	OCC
C.	26 to 50 lbs.	OCC
D.	51 to 75	OCC
E.	76 to 100 lbs.	OCC
F.	Over 100 lbs.	OCC

### 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	Regularly
2.	Calculator	Rarely
3.	Writing	Frequently
4.	Hand Tools	Occasionally
5.	Equipment (nuts/bolts, etc)	Occasionally
<b>C. Simple Grasping</b>		
1.	Filing	Frequently
2.	Moving Computer Mouse	Regularly
3.	Phone Receiver	Frequently
4.	3-Ring binder/files	Occasionally
5.	Manipulating maps	Occasionally
6.	Writing on clipboard	Occasionally
<b>D. Power Grip</b>		
1.	Power Tools	Occasionally
2.	Equipment (shovel, etc)	Occasionally
<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. Valves, drywells	5 – 6 feet
B. Vactor controls/reel	4 feet
C. TV van controls and camera	4 feet
D. Files and Boxes	6 feet

6. Mental Requirements

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

**Reviewed/Approved by:** 

**Date:** 1/30/2015