



TAHOE CITY PUBLIC UTILITY DISTRICT
Job Analysis Form

JOB TITLE: Director of Utilities **DEPT:** Utilities

JOB SUMMARY: Under the policy direction of the General Manager, plans, organizes and directs the activities of the District's water and wastewater system operations, service and maintenance, District Technical Services functions and District-wide fleet services.

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	Occasionally
D. Walking – uneven terrain	Rarely
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	OCC
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; 6 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	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	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)


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

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

Object	Height
A. Filing cabinets	5 feet
B. Binders on shelf	6 inches above head

6. Mental Requirements

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

Reviewed/Approved by: 

Date: 01/15/2015