



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

**JOB TITLE:** Operations Technician-Electrician    **DEPT:** Utilities

**JOB SUMMARY:** Under the general supervision of the Utilities Superintendent, oversees and performs a variety of semi-skilled to skilled work in the installation, testing, maintenance and modification of electrical, electronics and instrumentation equipment on all water and wastewater facilities and maintenance buildings and yards throughout the District.

**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	Occasionally
B. Standing	Regularly
C. Walking	Regularly
D. Walking – uneven terrain	Regularly
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	CONT
B. Climbing (stairs/ladders/etc)	CONT
C. Crawling	OCC
D. Crouching	CONT
E. Kneeling	CONT
F. Pushing (75 lbs)	OCC
G. Pulling (75 lbs)	OCC
H. Stooping	CONT
I. Working at heights; (45 feet above/below ground)	FREQ
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	CONT
B. 11 to 25 lbs	FREQ
C. 26 to 50 lbs.	FREQ
D. 51 to 75	OCC
E. 76 to 100 lbs.	OCC
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	Frequently
2. Pushing	Frequently
<b>B. Fine Manipulation</b>	
1. Typing/Keyboard	Occasionally
2. Calculator	Occasionally
3. Writing	Occasionally
4. Hand Tools	Regularly
5. Equipment (nuts/bolts, etc)	Regularly
<b>C. Simple Grasping</b>	
1. Filing	Occasionally
2. Moving Computer Mouse	Occasionally
3. Phone Receiver	Occasionally
4. 3-Ring binder/files	Occasionally
5. Manipulating maps	Occasionally
6. Writing on clipboard	Occasionally
<b>D. Power Grip</b>	
1. Power Tools	Regularly
2. Equipment (shovel, etc)	Regularly
<b>E. Arm</b>	
1. Lateral Movement	Regularly
2. Rotation	Regularly

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

<b>Object</b>	<b>Height</b>
A. Electrical panels	7 feet
B. Plumbing	8 feet
C. Manuals	6 feet

6. Mental Requirements

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

**Reviewed/Approved by:**



**Date:** 1/30/2015