



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

JOB TITLE: Recreation Superintendent

DEPT: Parks and Recreation

JOB SUMMARY: To plan, organize, direct and coordinate the activities of the Recreation Division, including development, implementation, and marketing a variety of recreation programs, special events, and sports leagues for youths and adults; to schedule and supervise leadership staff and facility use; and to provide highly complex staff assistance to the Director of Parks and Recreation.

1. Gross Body Movements:

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

| Activity | Daily Frequency |
|-----------------------------|------------------------|
| A. Sitting | Regularly |
| B. Standing | Regularly |
| C. Walking | Regularly |
| D. Walking – uneven terrain | Regularly |
| E. Driving | 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.

| Activity | Daily Frequency |
|---|------------------------|
| A. Bending at waist | CONT |
| B. Climbing (stairs/ladders/etc.) | OCC |
| C. Crawling | OCC |
| D. Crouching | OCC |
| E. Kneeling | OCC |
| F. Pushing (50 lbs) | OCC |
| G. Pulling (50 lbs) | OCC |
| H. Stooping | OCC |
| I. Working at heights; (10) feet above/below ground | N/A |
| 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 | Occasionally |
| 2. Pushing | Occasionally |
| B. Fine Manipulation | |
| 1. Typing/Keyboard | Regularly |
| 2. Calculator | Regularly |
| 3. Writing | Regularly |
| 4. Hand tools | Rarely |
| 5. Equipment (nuts/bolts, etc.) | Occasionally |
| C. Simple Grasping | |
| 1. Filing | Frequently |
| 2. Moving computer mouse | Regularly |
| 3. Phone receiver | Regularly |
| 4. 3-Ring binder/files | Regularly |
| 5. Manipulating maps | Rarely |
| 6. Writing on clipboard | Frequently |
| D. Power Grip | |
| 1. Power tools | Rarely |
| 2. Equipment (shovel, etc.) | Occasionally |
| E. Arm | |
| 1. Lateral movement | Frequently |
| 2. Rotation | Frequently |

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

| Object | Height |
|--------------------------|---------------|
| A. Filing cabinets | 6'-0" |
| B. Binders on shelf | 8'-0" |
| C. Food/Art supplies | 6' |
| D. Banner/poster hanging | 10' |

6. Mental Requirements:

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

| 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: March 24, 2017