



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

**JOB TITLE:** Golf Course Manager **DEPT:** Parks and Recreation

**JOB SUMMARY:** Under the administrative direction of the Director of Parks and Recreation, to manage all activities of the Golf Course Professional Services (Pro Shop) Division, including personnel, maintenance and repair operations, and budget development and administration.

**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	Frequently
D. Walking – uneven terrain	Frequently
E. Driving	Frequently
F. Hearing	Frequently
G. Speaking	Frequently
H. Seeing	Frequently

**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	OCC
D. Crouching	OCC
E. Kneeling	OCC
F. Pushing (35 lbs)	OCC
G. Pulling (35 lbs)	OCC
H. Stooping	OCC
I. Working at heights; (60) 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	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	FREQ
B. 11 to 25 lbs	OCC
C. 26 to 50 lbs.	OCC
D. 51 to 75	OCC
E. 76 to 100 lbs.	N/A
F. Over 100 lbs.	N/C

### 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	Frequently
2. Calculator	Frequently
3. Writing	Frequently
4. Hand Tools	Occasionally
5. Equipment (nuts/bolts, etc)	Occasionally
<b>C. Simple Grasping</b>	
1. Filing	Occasionally
2. Moving Computer Mouse	Frequently
3. Phone Receiver	Occasionally
4. 3-Ring binder/files	Occasionally
5. Manipulating maps	Frequently
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	Frequently
2. Rotation	Frequently

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

<b>Object</b>	<b>Height</b>
A. Desk	4 feet
B. Storage shelves	2 – 6 feet

## 6. Mental Requirements

Activity	Daily Frequency
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	Continuous

**Reviewed/Approved by:**



**Date:** 09/09/2016