



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

JOB TITLE: Recreation Supervisor

DEPT: Parks and Recreation

JOB SUMMARY: Under the general direction of the Director of Parks and Recreation, to organize, develop, implement and market a variety of recreation programs for youths and adults; to schedule and supervise recreation staff and facility use; to manage the staffing and operations of the community recreation center; and to assist the Director of Parks and Recreation with the overall management of the Recreation Division.

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. Food and snacks	6 feet
B. Art supplies	6 feet
C. Banner/poster hanging	10 feet

6. Mental Requirements

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: 1/21/2015