



TAHOE CITY PUBLIC UTILITY DISTRICT Job Analysis Form

JOB TITLE: Senior Civil Engineer

DEPT: Engineering

JOB SUMMARY: Under general direction of the District Engineer, manages all or assigned phases of District capital and non-capital projects and provides advanced journey level engineering support.

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	Occasionally
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 (1-50 lbs)	OCC
G. Pulling (1-50 lbs)	OCC
H. Stooping	OCC
I. Working at heights; (8) 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.	OCC
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	Rarely
2. Pushing	Rarely
B. Fine Manipulation	
1. Typing/Keyboard	Regularly
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	Regularly
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	Rarely
2. Rotation	Rarely

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

Object	Height
A. File cabinets	6'-0"
B. Book cases	8'-0"

6. Mental Requirements

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

Reviewed/Approved by:



Date: 1/16/2015