



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

JOB TITLE: Senior Golf Operations Specialist **DEPT:** Parks and Recreation

JOB SUMMARY: Under the direction of the Parks Superintendent, to coordinate, participate in and oversee the work of District field staff engaged in the operation, maintenance, repair and monitoring of the Tahoe City Golf Course and other parks duties as assigned.

1. Gross Body Movements:

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

Activity	Daily Frequency
A. Sitting	Rarely
B. Standing	Frequently
C. Walking	Frequently
D. Walking – uneven terrain	Frequently
E. Driving	Frequently
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 (100 lbs)	OCC
G. Pulling (100 lbs)	OCC
H. Stooping	OCC
I. Working at heights; (75) 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.

Weight	Daily Frequency
A. 10 lbs or less	CONT
B. 11 to 25 lbs	CONT
C. 26 to 50 lbs.	CONT
D. 51 to 75	FREQ
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)

Activity	Daily Frequency
A. Hand	
1. Pulling	Occasionally
2. Pushing	Occasionally
B. Fine Manipulation	
1. Typing/Keyboard	Occasionally
2. Calculator	Rarely
3. Writing	Occasionally
4. Hand Tools	Frequently
5. Equipment (nuts/bolts, etc)	Frequently
C. Simple Grasping	
1. Filing	Rarely
2. Moving Computer Mouse	Occasionally
3. Phone Receiver	Rarely
4. 3-Ring binder/files	Rarely
5. Manipulating maps	Rarely
6. Writing on clipboard	Rarely
D. Power Grip	
1. Power Tools	Frequently
2. Equipment (shovel, etc)	Frequently
E. Arm	
1. Lateral Movement	Frequently
2. Rotation	Frequently

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

Object	Height
A. Ballfield lights	75 feet
B. Street lights	20 feet
C. Roofs	25 feet

6. Mental Requirements

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

Reviewed/Approved by:



Date: 9/21/2016