



TAHOE CITY PUBLIC UTILITY DISTRICT
Job Analysis Form

JOB TITLE: Swimming Instructor I/II, Specialist **DEPT:** Parks & Recreation

JOB SUMMARY: Under the supervision of the Recreation Supervisor, implement and participate in swimming program and activities, provide leadership and resources to program participants and perform a variety of administrative support functions for assigned program areas.

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)	FREQ
C. Crawling	OCC
D. Crouching	FREQ
E. Kneeling	FREQ
F. Pushing (25 lbs.)	FREQ
G. Pulling (25 lbs.)	FREQ
H. Stooping	OCC
I. Working at heights	OCC
J. Working/Reaching above shoulder level	FREQ
K. Working/Reaching below shoulder level	FREQ
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.	FREQ
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	Regularly
2. Pushing	Regularly
B. Fine Manipulation	
1. Typing/Keyboard	Rarely
2. Calculator	Rarely
3. Writing	Frequently
4. Hand Tools	Rarely
5. Equipment (nuts/bolts, etc)	Rarely
C. Simple Grasping	
1. Filing	Rarely
2. Moving Computer Mouse	Rarely
3. Phone Receiver	Occasionally
4. 3-Ring binder/files	Occasionally
5. Manipulating maps	Rarely
6. Writing on clipboard	Frequently
D. Power Grip	
1. Power Tools	Rarely
2. Equipment (shovel, etc)	Rarely
E. Arm	
1. Lateral Movement	Regularly
2. Rotation	Regularly

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

Object	Height
A. Filing cabinets	5 Feet
B. Binders on shelf	6 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:** 3/18/2015