



TAHOE CITY PUBLIC UTILITY DISTRICT
Job Analysis Form

JOB TITLE: Senior Utilities Operation Specialist

DEPT: Utilities

JOB SUMMARY: Under the direction of the Utilities Superintendent, coordinates, participates in and oversees the work of District field staff engaged in the operation, maintenance, repair, testing and construction of the District's entire water distribution and wastewater collection underground facilities.

1. Gross Body Movements:

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

Activity	Daily Frequency
A. Sitting	Occasionally
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	FREQ
B. Climbing (stairs/ladders/etc)	OCC
C. Crawling	OCC
D. Crouching	FREQ
E. Kneeling	FREQ
F. Pushing (75 lbs)	OCC
G. Pulling (50 lbs)	OCC
H. Stooping	FREQ
I. Working at heights; (15) 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	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	FREQ
B. 11 to 25 lbs	FREQ
C. 26 to 50 lbs.	FREQ
D. 51 to 75	OCC
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	Frequently
2. Pushing	Frequently
B. Fine Manipulation	
1. Typing/Keyboard	Regularly
2. Calculator	Frequently
3. Writing	Regularly
4. Hand Tools	Regularly
5. Equipment (nuts/bolts, etc)	Regularly
C. Simple Grasping	
1. Filing	Frequently
2. Moving Computer Mouse	Regularly
3. Phone Receiver	Regularly
4. 3-Ring binder/files	Regularly
5. Manipulating maps	Regularly
6. Writing on clipboard	Regularly
D. Power Grip	
1. Power Tools	Regularly
2. Equipment (shovel, etc)	Regularly
E. Arm	
1. Lateral Movement	Regularly
2. Rotation	Regularly

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

Object	Height
A. Valves, drywells	5 – 6 ft
B. Vactor controls/reel	4 ft.
C. TV van controls and camera	4 ft.

6. Mental Requirements

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

Reviewed/Approved by: 

Date: 1/30/2015