



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

JOB TITLE: Winter Sports Park Seasonal **DEPT:** Parks and Recreation

JOB SUMMARY: Within a well-defined framework of established policies and standard operating procedures; perform a variety of unskilled, semi-skilled and skilled work at the Tahoe City Winter Sports Park (TCWSP). Incumbents will assist in the completion of daily tasks designed to ensure and maintain a safe and welcoming environment.

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	FREQ
E. Kneeling	FREQ
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	FREQ
K. Working/Reaching below shoulder level	FREQ
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.	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	Regularly
2. Pushing	Regularly
B. Fine Manipulation	
1. Typing/Keyboard	Regularly
2. Calculator	Regularly
3. Writing	Regularly
4. Hand Tools	Occasionally
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.)	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. Banner/poster hanging	10 feet
B. Rental Equipment	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: *Valli Murrone*

Date: October 5, 2017