



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

JOB TITLE: Technical Services Supervisor/Manager **DEPT:** Engineering

JOB SUMMARY: Under the direction of the District Engineer/Assistant General Manager, directs or supervises the operations of the Technical Service Division, including plan reviews, inspections and Ordinance compliance.

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	Rarely
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 (40 lbs)	OCC
G. Pulling (40 lbs)	OCC
H. Stooping	OCC
I. Working at heights; (30) feet above/below ground	OCC
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	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	Occasionally
2. Pushing	Occasionally
B. Fine Manipulation	
1. Typing/Keyboard	Regularly
2. Calculator	Frequently
3. Writing	Regularly
4. Hand Tools	Rarely
5. Equipment (nuts/bolts, etc)	Rarely
C. Simple Grasping	
1. Filing	Frequently
2. Moving Computer Mouse	Regularly
3. Phone Receiver	Regularly
4. 3-Ring binder/files	Regularly
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	Frequently
2. Rotation	Occasionally

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

Object	Height
A. APN files	8 feet
B. Sewer & water maps	3.5 feet

6. Mental Requirements

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

Reviewed/Approved by: 

Date: 1/1/2019