



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

JOB TITLE: Parks and Facilities Assistant Superintendent

DEPT: Parks and Recreation

JOB SUMMARY: Under the general direction of the Parks and Facilities Superintendent, to assist in planning, organization, supervision and coordination of all activities of the Parks and Facilities Division, including resource management and parks and facility maintenance.

1. Gross Body Movements:

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

Activity	Daily Frequency
A. Sitting	Frequently
B. Standing	Occasionally
C. Walking	Frequently
D. Walking – uneven terrain	Frequently
E. Driving	Frequently
F. Hearing	Frequently
G. Speaking	Frequently
H. Seeing	Frequently

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 (35 lbs)	OCC
G. Pulling (35 lbs)	OCC
H. Stooping	OCC
I. Working at heights; (60) 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	FREQ
B. 11 to 25 lbs	OCC
C. 26 to 50 lbs.	OCC
D. 51 to 75	OCC
E. 76 to 100 lbs.	N/A
F. Over 100 lbs.	N/C

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	Frequently
2. Calculator	Frequently
3. Writing	Frequently
4. Hand Tools	Occasionally
5. Equipment (nuts/bolts, etc)	Occasionally
C. Simple Grasping	
1. Filing	Occasionally
2. Moving Computer Mouse	Frequently
3. Phone Receiver	Occasionally
4. 3-Ring binder/files	Occasionally
5. Manipulating maps	Frequently
6. Writing on clipboard	Occasionally
D. Power Grip	
1. Power Tools	Occasionally
2. Equipment (shovel, etc)	Occasionally
E. Arm	
1. Lateral Movement	Frequently
2. Rotation	Frequently

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

Object	Height
A. Desk	4 feet
B. Storage shelves	2 – 6 feet

6. Mental Requirements

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

Reviewed/Approved by: *Valli Murrone* Date: December 21, 2017