



TAHOE CITY PUBLIC UTILITY DISTRICT Job Analysis Form

JOB TITLE: Water Conservation Technician

DEPT: Governance and Support Services

JOB SUMMARY: To perform a variety of complex and specialized duties to monitor water use; to function as a liaison between the customers and other District departments by answering questions and solving complicated and/or sensitive problems; and to perform a variety of technical tasks relative to assigned area of responsibility as it pertains to water conservation.

1. Gross Body Movements:

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

Activity	Daily Frequency
A. Sitting	Regularly
B. Standing	Frequently
C. Walking	Frequently
D. Walking – uneven terrain	Occasionally
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	FREQ
B. Climbing (stairs/ladders/etc.)	OCC
C. Crawling	N/A
D. Crouching	OCC
E. Kneeling	OCC
F. Pushing (20 lbs.)	OCC
G. Pulling (20 lbs.)	OCC
H. Stooping	OCC
I. Working at heights	OCC
J. Working/Reaching above shoulder level	OCC
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	Regularly
2. Pushing	Frequently
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	Regularly
2. Moving computer mouse	Regularly
3. Phone receiver	Regularly
4. 3-Ring binder/files	Regularly
5. Manipulating maps	Regularly
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	Up to 7 feet
B. Binders on shelf	Up to 7 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:



Date: 5/12/15