



TAHOE CITY PUBLIC UTILITY DISTRICT Job Analysis Form

JOB TITLE: Parks Operations Specialist I/Lead **DEPT:** Parks and Recreation

JOB SUMMARY: Under the supervision of an assigned department manager or supervisor, to maintain, repair, improve, preserve and protect the District's park and recreation facilities and grounds in accordance with prescribed maintenance management practices.

1. Gross Body Movements:

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

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

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

Object	Height
A. Gym lights	25 feet
B. Parking lights	25 feet
C. Interior lights/HVAC	8 – 10 feet

6. Mental Requirements

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

Reviewed/Approved by:



Date: 01/21/2015