
Job Title

Department

Location

Reports To

Job Status

Pay Status

Job Grade

Date Created / Updated

Position Summary

Essential Duties and Responsibilities

Formal Education and Work Experience Requirements

Degree/Diploma Obtained

Field of Study

Work Experience Time Frame

Other

Certification and Licensures Requirements

Other Minimum Qualifications

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS				
AutoCAD				
Crystal Reports				
Microsoft Access				
Microsoft Excel				
Microsoft Word				
Microsoft Publisher				
Microsoft Powerpoint				

Other Software Knowledge

Experience with Machines, Tools, Equipment and Other Work Aids

Physical Demands

Standing

Making Presentations
Observing Work Site
Observing Work Duties
Communication with Co-workers

Fine Dexterity

Computer Keyboard
Telephone Keypad
Calculator
Calibrating Equipment

Walking

To Other Departments / Offices/Office
Equipment
Around Worksite

Lifting

Supplies
Equipment
Files

Carrying

Supplies
Equipment
Files

Sitting

Desk Work
Meetings
Driving

Reaching

For Supplies
For Files

Handling

Paperwork
Monies

Kneeling

Filing in Lower Drawers
Retrieving Items From Lower Shelves /
Ground

Crawling

Under Equipment
Inside Attics / Pipes / Ditches

Pushing / Pulling

File Drawers
Equipment
Table and Chairs
Hose

Climbing

Stairs
Ladder
Step Stool
Onto Equipment

Vision

Reading
Computer Screen
Driving
Observing Worksite

Foot Controls

Driving
Operating Heavy Equipment
Dictaphone

Balancing

On Ladder
On Equipment
On Step Stool

Bending

Filing in Lower Drawers
Retrieving Items form Lower Shelves /
Ground
Making Repairs

Crouching

Retrieving Items From Lower Shelves /
Ground
Filing in Lower Drawers

Hearing

Communicating Via Telephone / Radio,
to Co-Workers / Public
Listening To Equipment

Twisting

From Computer to Telephone
Getting Inside Vehicle

Talking

Communicating Via Telephone / Radio,
to Co-Workers / Public

Other

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)						
Wetness and/or humidity (bodily discomfort from moisture)						
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)						
Noise and Vibration (sufficient to cause hearing loss)						
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)						

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards					
Chemical Hazards					
Electrical Hazards					
Fire Hazards					
Explosives					
Communicable Diseases					
Physical Danger or Abuse					

Other

Primary Work Environment

Office Environment

Warehouse

Shop

Vehicle

Outdoors / Field

Other

Overall Strength Demands

Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting

Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often

Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly

Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly

Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure					
Emergency Situations					
Frequent Change of Task					
Irregular Schedule / Overtime					
Performing Multiple Tasks Simultaneously					
Working Closely with Others as Part of a Team					
Tedious or Exacting Work					
Noisy / Distracting Environment					

Other

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Date

Employee's Name (PLEASE PRINT)