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**Job Title**

**Department**

**Location**

**Reports To**

**Job Status**

**Pay Status**

**Job Grade**

**Date Created / Updated**

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**Position Summary**

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## Essential Duties and Responsibilities

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**Formal Education and Work Experience Requirements**

Degree/Diploma Obtained

Field of Study

Work Experience Time Frame

Other

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**Certification and Licensures Requirements**

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**Other Minimum Qualifications**

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## 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

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## 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

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**Environmental Factors**

|  | Never | Seasonally | Several<br>Times Per<br>Year | Several<br>Times Per<br>Month | Several<br>Times Per<br>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) |       |            |                              |                               |                              |       |

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## 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

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## Primary Work Environment

Office Environment

Warehouse

Shop

Vehicle

Outdoors / Field

Other

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### 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

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### Non-Physical Demands

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

Other

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**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)