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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**

**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**

**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 Vis 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.

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Employee's Signature

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Date

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Employee's Name (PLEASE PRINT)