



USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

JOB TITLE:	Utility Person/Truck Driver
DEPARTMENT:	Operations
EMPLOYER:	Vallejo Sanitation and Flood Control District 450 Ryder Street, Vallejo, California 94590
DATE PREPARED:	
WORK SCHEDULE/HOURS:	8 hours per day, 5 days per week.
EMPLOYEE:	
D/I:	
CLAIM NUMBER:	

Employer's Business: The employer, Vallejo Sanitation and Flood Control District, is a government agency responsible for the collection and treatment of wastewater from the sanitary sewer system and the protection from storm water.

Job Duties

The job title, Utility Person/Truck Driver, encompasses 2 different positions. The employee would perform any one of the positions described below on any given workday.

POSITION 1: TRUCK DRIVER

- The employee operates a tractor-trailer equipped with an automatic transmission and trailer attachments to haul wastewater sludge to and from a waste fill, approximately 3 to 4 trips a day. Each trip is completed in approximately 30 minutes. Duties include ascending 2 steps into the truck cab, using a cushioned vehicle seat, maneuvering a steering wheel, 2 foot pedals in conjunction with using a cushioned seat.
- The employee performs a pre-trip visual inspection of the truck including the tires, brakes, lights, fluids, etc.
- The employee disconnects the trailer at the drop off site. This includes turning a lever, disconnecting air hoses, slowly driving the truck to release and leave the trailer. Reconnecting the trailer includes similar activities. Loading of the waste materials includes pressing a button to open a tank chute, allowing the waste to fall into the trailer. Once full, the employee closes the lid.
- The employee utilizes a writing utensil to complete a travel log.

POSITION 2: UTILITY PERSON

- The employee utilizes a variety of tools including wrenches, ratchets, impact guns, screwdrivers, pliers, etc. to lubricate and perform preventative maintenance of a variety of equipment including cleaning or replacing pipes, vacuum filters, belts, pumps, gear boxes, motors, shafts. Includes removing/replacing bolts, covers, faceplates, parts, motors, etc. The employee utilizes an automated or manual grease gun to apply grease. Duties also include assisting the mechanics, as required.
- The employee ascends/descends single or multiple stair flights to access equipment, multiple floors and as needed, accessing building rooftops.
- The employee cleans equipment including tanks, equipment, pipes, hardscapes, etc. Includes turning a water valve and maneuvering a ¾" diameter 50' hose to expel water. The employee cleans a variety of equipment including tanks, belt filter presses, stairway railings, hardscapes. Time spent cleaning hardscapes varies depending on the season (bird droppings increase

during the Winter) The employee utilizes a squeegee and push broom to scrub and remove excess water. Alternatively, the employee may utilize a fire hose.

- The employee, as needed, utilizes a pressure washer positioned on wheels. The employee utilizes a trigger-operated nozzle with a hose attachment to clean hardscapes. The hose is utilized in a sweeping motion.
- The employee opens/closes or removes covers or chicanes to inspect conveyors or equipment. The employee, as needed, utilizes brushes and a water hose to clean and wash conveyors/equipment. In addition, the employee may remove and replace aluminum gratings or sump pump lids to inspect and as needed, wash equipment.
- The employee, as needed, cleans building windows. This includes rinsing with a water hose and utilizing a squeegee to remove excess water from hardscapes.
- The employee, as needed, utilizes a round or square point shovel to retrieve/remove debris from hardscapes, tanks or equipment.
- The employee, as needed, operates a forklift to load/unload material bins and a backhoe/loader to excavate or move material around plant. This includes ascending/descending 3 steps, maneuvering a steering wheel, moving levers positioned on the right side to control the forks, presses 2 foot pedals in conjunction with using a cushioned seat .

Minimum Qualifications

EDUCATION & EXPERIENCE	<ul style="list-style-type: none"> • Graduation from high school or equivalent. One year experience in driving Class A vehicle.
KNOWLEDGE, SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to read and write and perform simple arithmetic; to understand and carry out verbal and written instructions; and to learn to perform manual work requiring a moderate degree of manipulative skill and the use of some independent judgment and initiative under supervision.
LICENSE(S)	<ul style="list-style-type: none"> • Position in this class requires possession of a California Class A Driver’s License and ability to operate a truck-trailer skillfully and safely. The ability to drive district vehicles is a specific requirement for this classification. For that reason, it is the employee’s responsibility to maintain a driving record that is acceptable to the district’s insurance carrier or be subject to dismissal.

	TRUCK DRIVER	UTILITY PERSON
WEIGHED ITEMS	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Aluminum grating – up to 30 pounds • Sludge conveyor cover – 30 pounds • 8’ fiberglass ladder – 32 pounds • Pressure washer – 100+ pounds with assistance, estimated
MEASURED ITEMS	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
EXERTIONAL FORCE	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Physical Demands

For the purpose of determining frequency of activity, this job analyst refers to an eight-hour workday.

		TRUCK DRIVER	UTILITY PERSON
STANDING			
Frequency: Duration: Surfaces: Associated Tasks:	½ hour to 1 hour. Seconds to less than 5 minutes at a time. Pavement, asphalt, dirt, concrete, all possible. While pre-trip inspecting the truck, connecting/ disconnecting trailer hoses, opening or closing a lever, loading the truck with waste sludge.	1 to 2 hours. Seconds to less than 5 minutes at a time. Pavement, asphalt, dirt, concrete, all possible. While utilizing a variety of tools including wrenches, ratchets, impact guns, screwdrivers to lubricate and perform preventative maintenance on a variety of equipment, cleaning equipment including utilizing a water hose, pressure washer, squeegee, push broom to clean equipment, shoveling.	
WALKING			
Frequency: Duration: Surfaces: Associated Tasks:	2 ½ to 3 hours. Seconds to less than 5 minutes at a time. Pavement, asphalt, dirt, concrete, all possible. To and from the trailer, truck, pre-trip inspecting the truck.	5 to 5 ½ hours. Seconds to 15 minutes at a time. Pavement, asphalt, dirt, concrete, all possible. Transporting tools, equipment, hoses, general cleaning, utilizing a squeegee, shovel, walking to and from plant sites, accessing equipment.	
SITTING			
Frequency: Duration: Surfaces: Associated Tasks:	Up to 4 hours. Less than ½ hour at a time. Cushioned vehicle seat. Operating tractor-trailer to travel to and from drop- off sites and the plant.	Less than ½ hour. Less than 10 minutes at a time. Cushioned forklift and backhoe/loader seat. Operating a forklift to transport materials.	

TRUCK DRIVER	UTILITY PERSON
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KNEELING/CROUCHING/SQUATTING		
Frequency:	Less than 15 minutes.	30 minutes to 2 hours.
Duration:	Seconds to less than 5 minutes at a time.	Seconds to less than 5 minutes at a time.
Surfaces:	Pavement, asphalt, dirt, concrete, all possible.	Pavement, asphalt, dirt, concrete, all possible.
Associated Tasks:	Lubricating truck parts, pre-trip inspecting the truck, retrieving and setting items on and off lower areas including the ground.	Maintaining equipment in conjunction with utilizing tools including wrenches, ratchets, impact guns, screwdrivers, retrieving and setting items on and off lower areas, accessing equipment, general cleaning.

CRAWLING		
Frequency:	Not a job requirement.	Not a job requirement.
Duration:		
Surfaces:		
Associated Tasks:		

LAYING ON BACK/STOMACH		
Frequency:	Not a job requirement.	Not a job requirement.
Duration:		
Surfaces:		
Associated Tasks:		

CLIMBING/BALANCING		
Frequency:	8 to 12 times.	½ hour to 1 hour.
Duration:	Seconds at a time.	Seconds to less than 2 minutes at a time.
Surfaces:	Tractor-trailer steps.	Ladder and stair steps.
Associated Tasks:	While ascending or descending 3 steps to enter or exit the tractor-trailer cab.	Ascending and descending ladders to access equipment and stairs to access multiple floors/ plant room/equipment, ascending 2 steps on and off the forklift.

	TRUCK DRIVER	UTILITY PERSON
BENDING		
<u>Waist</u> Frequency: Duration: Associated Tasks:	Less than 15 minutes. Seconds at a time. Connecting or disconnecting trailer attachment hoses, pre-trip inspecting the truck. The motion is in a forward direction 5 to 65-degrees.	1 ½ to 2 hours. Seconds at a time. Utilizing a hose while cleaning, accessing equipment in conjunction with utilizing tools, wrenches, ratchets, impact guns, screwdrivers, pliers, to perform preventative maintenance of equipment, replacing pipes, cleaning vacuum filters, belts, pumps, gear boxes, motors, shafts, shoveling, utilizing a push broom or squeegee. The motion is in a forward direction 5 to 65-degrees.
<u>Head/Neck</u> Frequency: Duration: Associated Tasks:	2 to 3 hours. Seconds at a time. Aiding visually, normal body mechanics, pre-trip inspecting the truck, connecting/disconnecting hoses.	3 to 4 hours. Seconds at a time. Aiding visually, normal body mechanics, maintaining equipment, general cleaning, pressure washing equipment.
<u>Wrists</u> Dominant Hand: Frequency <i>Dominant:</i> <i>Non-Dominant:</i> <i>Bilateral:</i> Duration: Associated Tasks:	2 to 3 hours. Less than ½ hour. Less than 15 minutes. 2 to 2 ½ hours. Seconds to less than 5 minutes at a time. During normal body mechanics, driving in conjunction with maneuvering a steering wheel, connecting/disconnecting hoses.	2 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less than 15 minutes at a time. Driving a forklift in conjunction with maneuvering a steering wheel, utilizing a shovel, general cleaning, utilizing a pressure washer, water hose, as needed utilizing basic or power tools.

TRUCK DRIVER	UTILITY PERSON
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TWISTING/ROTATING		
<p>Waist</p> <p>Frequency:</p> <p>Duration:</p> <p>Associated Tasks:</p>	<p>Less than 15 minutes. Seconds at a time. Possibly while operating a tractor-trailer in conjunction with driving in reverse, aiding visually. The motion is center to the right back to center or center to the left back to center up to 20-degrees.</p>	<p>Less than ½ hour. Seconds at a time. Cleaning, inspecting and repairing equipment, utilizing a pressure washer, shoveling debris. The motion is center to the right back to center or center to the left back to center up to 20-degrees.</p>
<p>Head/Neck</p> <p>Frequency:</p> <p>Duration:</p> <p>Associated Tasks:</p>	<p>1 to 2 hours. Seconds at a time. Aiding visually, driving, during normal body mechanics. The motion is from center to right back to center or center left back to center up to 45-degrees.</p>	<p>1 to 3 hours. Seconds at a time. Aiding visually, driving a forklift, during normal body mechanics. The motion is from center to right back to center or center left back to center up to 45-degrees</p>
<p>Wrists</p> <p>Dominant Hand:</p> <p>Frequency</p> <p><i>Dominant:</i></p> <p><i>Non-Dominant:</i></p> <p><i>Bilateral:</i></p> <p>Duration:</p> <p>Associated Tasks:</p>	<p>Less than ½ hour. Less than 15 minutes. Less than 15 minutes. Less than 15 minutes. Seconds at a time. During normal body mechanics, opening or closing doors, turning key/ignition.</p>	<p>Less than 1 hour. Less than ½ hour. Less than 15 minutes. Less than ½ hour. Seconds to less than 5 minutes at a time. Utilizing screwdrivers, shovel, basic tools, utilizing screwdrivers, pliers.</p>

UPPER EXTREMITY USE:	Dominant Hand: [indicate LEFT or RIGHT]
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REACHING		
<p>Primary Reach Zone: (elbows bent at waist level, hands in forward extension)</p> <p>Frequency Not a job requirement.</p> <p>Dominant:</p> <p>Non-Dominant:</p> <p>Bilateral:</p> <p>Duration:</p> <p>Associated Tasks:</p>		Not a job requirement.
<p>Above Shoulder Level</p> <p>Frequency 8 to 12 times.</p> <p>Dominant: 0</p> <p>Non-Dominant: 0</p> <p>Bilateral: 8 to 12 times.</p> <p>Duration: Seconds at a time.</p> <p>Associated Tasks: Ascending or descending in and out of truck in conjunction with grasping a handle.</p>		<p>Less than ½ hour.</p> <p>0</p> <p>0</p> <p>Less than ½ hour.</p> <p>Seconds at a time.</p> <p>Utilizing a variety of tools while maintaining, servicing equipment, utilizing a grease gun to lubricate equipment.</p>
<p>Between Waist and Shoulder Level</p> <p>Frequency 5 to 6 hours.</p> <p>Dominant: Less than 1 hour.</p> <p>Non-Dominant: Less than ½ hour.</p> <p>Bilateral: 4 ½ to 5 ½ hours.</p> <p>Duration: Seconds to less than ½ hour at a time.</p> <p>Associated Tasks: Driving in conjunction with maneuvering a steering wheel, connecting and disconnecting hoses, handling paperwork, pressing a button to open a tank chute.</p>		<p>5 to 6 hours.</p> <p>Less than 1 hour.</p> <p>Less than ½ hour.</p> <p>4 ½ to 5 hours.</p> <p>Seconds to less than 15 minutes at a time.</p> <p>Driving in conjunction with maneuvering a forklift steering wheel, utilizing a pressure washer to clean hardscapes, retrieving and transporting tools, utilizing wrenches, ratchets, drills, screwdrivers, maintaining equipment, cleaning, shoveling.</p>
<p>Below Waist Level</p> <p>Frequency Less than 15 minutes.</p> <p>Dominant: Less than 5 minutes.</p> <p>Non-Dominant: Less than 5 minutes.</p> <p>Bilateral: Less than 15 minutes.</p> <p>Duration: Seconds to less than 5 minutes at a time.</p> <p>Associated Tasks: Lubricating truck parts, pre-trip inspecting the truck, retrieving and setting items on and off lower areas including the ground.</p>		<p>30 minutes to 2 hours.</p> <p>Less than ½ hour.</p> <p>Less than 15 minutes.</p> <p>Less than ½ hour to 1 ½ hours.</p> <p>Seconds to less than 5 minutes at a time.</p> <p>Maintaining equipment in conjunction with utilizing tools including wrenches, ratchets, impact guns, screwdrivers, retrieving and setting items on and off lower areas, accessing equipment, general cleaning, lubricating equipment.</p>

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PUSHING/PULLING		
<p>Frequency <i>Dominant:</i> <i>Non-Dominant:</i> <i>Bilateral:</i> Duration: Associated Tasks:</p>	<p>Less than 15 minutes. Alternated with bilateral. Alternated with bilateral Less than 5 minutes. Less than 5 minutes at a time. Transporting tractor-trailer attachment hoses.</p>	<p>Less than ½ hour to 2 hours. Less than ½ hour. Less than 15 minutes. ½ hour to 2 hours. Seconds to less than 15 minutes at a time. Transporting hoses, utilizing a squeegee to clean, shoveling debris, utilizing scrapers and brushes to clean equipment, opening or closing lids, opening or closing doors, removing or installing part equipment.</p>

LIFTING/CARRYING		
<p><u>0 to 10 lbs.</u> Objects: Frequency <i>Dominant:</i> <i>Non-Dominant:</i> <i>Bilateral:</i> Distance: Height: Associated Tasks:</p>	<p>Writing utensil, paperwork, empty hose, clipboard. 1 to 2 hours. Less than ½ hour. Less than 15 minutes. Less than 1 hour. 0 to less than 50 feet. Ground to waist level. Utilizing a writing utensil, handling paperwork, empty hose, clipboard.</p>	<p>Paperwork, writing utensil, drills, wrenches, ratchets, screwdrivers, miscellaneous parts, components, pressure washer hose, clipboard, shovel, broom, squeegee. 5 ½ to 6 ½ hours. Less than 1 hour. Less than ½ hour. 4 ½ to 5 ½ hours. Less than 100 feet. Ground to shoulder or above. Utilizing a writing utensil and clipboard to complete readings, utilizing a variety of tools including wrenches, drills, ratchets, screwdrivers, samples, miscellaneous parts, pressure washer hose, cleaning.</p>
<p><u>11 to 25 lbs.</u> Objects: Frequency <i>Dominant:</i> <i>Non-Dominant:</i> <i>Bilateral:</i> Distance: Height: Associated Tasks:</p>	<p>Tow bar. 3 to 4 times. 0 0 3-4 times. Less than 10 feet. Ground to waist level. Retrieving and relocating a tow bar</p>	<p>Hoses, lids. 2 to 4 times. 0 0 2 to 4 times. 0 to less than 50 feet. Ground to chest level. Relocating hoses, opening or closing equipment lids.</p>
<p><u>26 to 50 lbs.</u> Objects: Frequency <i>Dominant:</i> <i>Non-Dominant:</i> <i>Bilateral:</i> Distance: Height: Associated Tasks:</p>	<p>Not a job requirement.</p>	<p>8' stepladder, aluminum gratings, chicanes. 2 to 4 times. 0 0 2 to 4 times. Less than 100 feet. Ground to waist level. Retrieving and relocating a stepladder, opening or closing aluminum gratings or chicanes.</p>

	TRUCK DRIVER	UTILITY PERSON
<p><u>51 to 75 lbs.</u> Objects: Frequency <i>Dominant:</i> <i>Non-Dominant:</i> <i>Bilateral:</i> Distance: Height: Associated Tasks:</p>	Not a job requirement.	Not a job requirement.
<p><u>75 to 100 lbs.</u> Objects: Frequency <i>Dominant:</i> <i>Non-Dominant:</i> <i>Bilateral:</i> Distance: Height: Associated Tasks:</p>	Not a job requirement.	Not a job requirement.
<p><u>100+ lbs.</u> Objects: Frequency <i>Dominant:</i> <i>Non-Dominant:</i> <i>Bilateral:</i> Distance: Height: Associated Tasks:</p>	Not a job requirement.	Pressure washer with assistance. 1 time per week. 0 0 1 time per week. 0 to less than 2 feet. Ground to waist level. With the assistance of a coworker, loads and unloads a pressure washer.

TRUCK DRIVER	UTILITY PERSON
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HAND DEMANDS		
<p><u>Simple Grasping</u> Frequency: <i>Dominant:</i> <i>Non-Dominant:</i> <i>Bilateral:</i> Duration: Associated Tasks:</p>	<p>5 to 6 hours. Less than 1 hour. Less than ½ hour. 4 ½ to 5 hours. Seconds to ½ hour at a time. Connecting/disconnecting hoses, handling a clipboard, paperwork, driving in conjunction with maneuvering a steering wheel.</p>	<p>4 to 5 hours. Less than 1 hour. Less than ½ hour. 3 ½ to 4 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, relocating tools, clipboard, pressure washing, utilizing water hoses, transporting samples, sweeping, utilizing brushes or squeegee, general cleaning.</p>
<p><u>Power Grasping</u> Frequency: <i>Dominant:</i> <i>Non-Dominant:</i> <i>Bilateral:</i> Duration: Associated Tasks:</p>	<p>Less than 5 minutes. Alternated with bilateral. Alternated with bilateral Less than 5 minutes. Seconds at a time. Transporting tractor-trailer attachment hoses.</p>	<p>Less than ½ hour to 2 hours. Less than ½ hour. Less than 15 minutes. Less than ½ hour to 2 hours. Seconds to less than 5 minutes at a time. Transporting hoses, utilizing a squeegee to clean, shoveling debris, utilizing scrapers or brushes while cleaning, opening or closing lids, opening or closing doors.</p>
<p><u>Fine Manipulation</u> Frequency: <i>Dominant:</i> <i>Non-Dominant:</i> <i>Bilateral:</i> Duration: Associated Tasks:</p>	<p>Up to 15 minutes. Up to 15 minutes. Less than 5 minutes. Less than 5 minutes. Seconds at a time. Utilizing a writing utensil to complete notes, paperwork, pressing tractor-trailer buttons.</p>	<p>½ hour to 1 hour. Less than 15 minutes. Less than 15 minutes. Less than ½ hour. Seconds to less than 5 minutes at a time. Handling bolts, nuts, small parts, assembling and disassembling equipment.</p>
<p>SPECIAL ENVIRONMENT</p>	<ul style="list-style-type: none"> • Outdoors, exposed to all weather conditions • Possible exposure to fumes, dust, odors and noise • Indoors 	<ul style="list-style-type: none"> • Outdoors, exposed to all weather conditions • Possible exposure to fumes, dust, odors and noise • Indoors

TRUCK DRIVER	UTILITY PERSON
<p>MACHINES/TOOLS</p>	<ul style="list-style-type: none"> • Tractor-trailer • Writing utensil
	<ul style="list-style-type: none"> • Writing utensil • Wrenches • Specialty tools • Metal hooks • Ratchets • Forklift • Power drills • Impact guns • Squeegee • Round or square point shovel • Pressure washer • Screwdrivers • Push broom

Note: The following are not physical requirements of this job: crawling, laying on back/stomach.

EMPLOYER COMMENTS:	
This Job Analysis accurately represents the duties of a Utility Person/Truck Driver to the best of my knowledge.	
EMPLOYER CONTACT NAME:	
EMPLOYER SIGNATURE:	DATE:

EMPLOYEE COMMENTS:	
This Job Analysis accurately represents the duties of a Utility Person/Truck Driver to the best of my knowledge. I understand that I cannot add hours to the physical demands breakdown if the total would then be greater than the number of hours in an average workday.	
EMPLOYEE NAME:	
EMPLOYEE SIGNATURE:	DATE: