



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
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KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: WASTEWATER UTILITY WORKER

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

Knowledge, Skills and Abilities (KSA) Essential to perform this job	Degree of Importance
Skill and ability to handle and use pick, shovel, jackhammer, tamper, air compressor, generator and other common labor tools	MODERATE
Ability to lift and carry equipment and supplies frequently weighing 50 pounds or more	MAJOR
Ability to operate single and dual axle (light to heavy duty) trucks	MODERATE
Ability to make minor repairs on trucks, motors, and related equipment and perform preventative maintenance, checks and services on equipment ***	MINOR
Knowledge of traffic and safety regulations ***	MINOR
Ability to follow and obey safety procedures and rules including those pertaining to confined space work space areas	ALWAYS
Ability to understand and perform mathematical calculations related to wastewater including algebra-level math to calculate areas, volumes, flow rates, and loading rates ***	MODERATE
Skill to perform data entry at moderate speeds, and use a computerized system to query for information	MINOR
Skill to operate a computer using Microsoft Office products ***	MINOR
Ability to work successfully with and provide good customer service to supervisors, other City employees, the public and other agencies and organizations	ALWAYS

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Gene Michael Title: Wastewater Director

Signature:  Date: July 22, 2013

HR Representative: Shelly Carrillo Title: HR Analyst

Signature: *Shelly Carrillo* Date: 7-23-13