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KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: WATER RECLAMATION 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
Ability to conduct basic process control sampling and testing	MODERATE
Ability to operate heavy equipment including semi-tractor/trailers on public roads	MODERATE
Ability to lift objects weighing up to 50 pounds, climb and work from ladders and scaffolds, climb stairs conduct walking inspections	MAJOR
Working knowledge of and ability to perform simple mechanical tasks ***	MODERATE
Working knowledge of and ability to use common hand tools	MODERATE
Working knowledge of and ability to make minor repairs to plant equipment	MODERATE
Ability to complete forms and keep records ***	MODERATE
Ability to communicate effectively	ALWAYS
Ability to understand and perform mathematical calculations related to wastewater treatment including algebra-level math to calculate areas, volumes, flow rates, and loading rates ***	MODERATE
Ability to follow and comply with all safety procedures, directions and standards ***	ALWAYS
Ability to use Personal Protective Equipment effectively	MAJOR
Working knowledge of basic janitorial maintenance skills	MODERATE
Skill to perform data entry at moderate speeds, and use a computerized system to query for information.	MODERATE
Skill to operate a computer using Microsoft Office products***	MODERATE
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: *Gundy M. Schep* Title: Wastewater Director Date: 8/28/13
HR Dept: *Milly Canillo* Title: HR Analyst Date: 8/28/13