

Dan Archibeque
Chairman



Sharon Bonner
Vice Chair

Manuel Alcalá
Administrator

Civil Service Commission
301 West B Street, Pueblo, CO 81003
P:719-553-2635 civilservice@pueblo.us

Erick Javaneau
Commissioner

TESTABLE POSITION REQUIREMENTS

About This Form:

- City of Pueblo job descriptions contain a list of Knowledge, Skills and Abilities that are required for successful job performance.
- The list below shows requirements from the job description identified as testable through the Civil Service Commission.
- The hiring manager evaluated the listed requirements in terms of percentages (%) to indicate degree of importance in accomplishing essential job functions.
 - Minor: 10% or less
 - Moderate: 11% - 20%
 - Major: 21% or more

Class Title: Water Reclamation Worker

Testable Requirements		(%)
1	Knowledge of and ability to perform simple mechanical tasks	11
2	Knowledge of and ability to use common hand tools	11
3	Knowledge of and ability to make minor repairs to plant equipment	11
4	Knowledge of basic janitorial maintenance skills	2
5	Knowledge and ability to operate heavy equipment including semi-tractor/trailers on public roads	8
6	Knowledge of Microsoft Office products	21
7	Knowledge of mathematical and ability to make calculations related to wastewater treatment including algebra-level math to calculate areas, volumes, flow rates, and loading rates	21
8	Knowledge of Proper business English usage, spelling, punctuation, and grammar	11
9	Knowledge of concepts related to customer service, public relations and interpersonal communications	4
Total		100%

In my judgment, the requirements shown on this form reasonably reflect items that may be subject to testing through the Civil Service Commission for the listed class title.

Director Name: Andra Ahrens Title: waste water Director

Signature: *Andra Ahrens* Date: 3/2/03