



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
 Phone: 719.553.2633 • Fax: 719.553.2696

KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: 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
Knowledge of mathematical computations and tabulations, sufficient to perform the essential functions, which include basic arithmetic, division, and multiplication;	MODERATE
Knowledge and ability to adhere to safety policies;	ALWAYS
Ability to follow oral and written directions;	ALWAYS
Ability to work successfully with and provide good customer service to supervisors, other City employees, the public and other agencies and organizations	ALWAYS
Ability to learn how to safely and properly operate light to heavy-duty trucks, including the operation of a dump truck;	MAJOR
Ability to maintain, construct, and repair sanitary and storm sewers, manholes, drains and catch basins or maintain and repair roadways, and alleys;	MODERATE
Ability to learn to operate jackhammers, picks, shovels, tampers, air compressors, generators, and other common labor tools;	MODERATE
Ability to learn to operate power and riding mowers, including brush hogs and gang mowers;	MODERATE
Ability to operate power trimmers, chain saws and other power tools;	MODERATE
Ability to learn to make minor mechanical repairs on trucks and equipment;	MODERATE

Ability to learn to perform the duties of the position and demonstrate this ability prior to the end of the probationary period;	MAJOR
Ability to physically perform the duties of the position, including lifting equipment and supplies weighing up to 96 lbs and;	MAJOR
Ability to perform all the job duties in a safe manner.	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: Earl Wilkinson/Steven Meier Title: Public Works/Parks Director(s)

Signature:  Date: 4/24/15

HR Representative: Shelly Carrillo Title: HR Analyst

Signature:  Date: 4/24/15