

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA									
Job Title:	Short Term Rental Manager					Position Number(PCN):	B.000026.5		
Div./Office:	PLN 151 Zoning Administration	Approver's Name							
Date of Last Update:	December 26, 2024	Approver's Title							
Fields to the right (Y/N): The position's status AND If the background check must be passed by the incumbent		Safety Sensitive:	No	Child Protective Services (CPS) Background:	No	VCIN Background:		No	
		CJIS Certification:	No	PREA Certification:	No	Subject to Barrier Crime Provisions:		No	
REQUIREMENTS									
FREQUENCY: Seldom = Infrequent, < 5%; Occasional = 5% to 25% of time on job; Frequent = 25% to 75% of time on job; Constant = Over 75% of time on job.									
Typical DURATION: Short = < 1 hr per occurrence; Moderate = 1-2 hrs per occurrence; Substantial = 2-6 hrs per occurrence; Long = > 6 hrs per occurrence.									
Physical Demands				Working Conditions					
Element	Condition/Level/Value		Frequency	Duration	Element	Condition/Level/Value		Frequency	Duration
Standing			Frequent	Short	Working Outside: in all weather conditions			Frequent	Moderate
Walking			Frequent	Short	Working Alone: out of communication w/others			Occasional	Moderate
Sitting			Frequent	Moderate	Extreme Temperatures	At/above 90 degrees		Occasional	Moderate
Reaching	Lower than shoulder level		Occasional	Short	Extreme Wetness	Below 30 degrees		Occasional	Moderate
Lifting	Up to 10 lbs.		Seldom	Short	Extreme Dryness			Occasional	Moderate
					Exposure to Traffic	N/A		N/A	N/A
Carrying	Weight:	Up to 10 lbs.	Seldom	Short	High Traffic Low Speed	Frequent		Moderate	
	Distance:	Up to 25 ft.	Seldom	Short					
Pushing	Estimated weight-resistance equivalency				Congested Area/Workspace			N/A	N/A
	Up to 50 lbs.		Seldom	Short	Confined Space- Permit REQUIRED			N/A	N/A
Pulling	Estimated weight-resistance equivalency				Working Below Ground			N/A	N/A
	Up to 50 lbs.		Seldom	Short	Working at Heights (ft.)	Up to 12 ft.		Occasional	Short
Working Overhead	No tools		Seldom	Short	Noise Level: > 85 decibels TWA for 8 hrs.		N/A	N/A	N/A
	Weight:	N/A	N/A	N/A					
Climbing Stairs			Occasional	Short	Vibrations	N/A		N/A	N/A
Climbing Ladders			Seldom	Short					
Balancing			Seldom	Short		Body area(s):	Ex- Trunk, shoulders, arms, and hands.		
Stooping			Occasional	Short	Dust / Dirt / Particulate			Frequent	Substantial
Kneeling/Squatting			Occasional	Short	Radiation			N/A	N/A
Bending			Occasional	Short	Silica/Fiberglass			N/A	N/A
Crawling			Occasional	Short	Asbestos			N/A	N/A
Explosive Strength: Short bursts of muscle force to propel oneself.			N/A	N/A	Aerosols & Gases	N/A		N/A	N/A
Trunk Strength: Use of abdominal and lower back muscles.			N/A	N/A	Hazardous Materials /Chemicals			N/A	undefined
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.			N/A	N/A	Petroleum Products	N/A		N/A	N/A
Repetitive Limb Movement	Fingers/Wrist	Occasional	Short		Electrical Hazard			Seldom	Short
	Arm/Shoulder	Seldom	Short		Fire Hazard			N/A	N/A
Dexterity	Handwriting	Frequent	Short		Infectious Diseases Exposure Type(s):	N/A		N/A	N/A
	Use of computer keyboard	Frequent	Moderate						
Repetitive Twisting	N/A	N/A	N/A		Symbols:	Ex- Repair sewer pipes; empty residence trash cans.			
						< equal to or less than	< less than		
Awkward Positions & Motions	N/A	N/A	N/A			> equal to or greater than		> greater than	

Sensory Demands					Working Conditions (cont.)			
Element	Condition/Level/Value	Frequency	Duration		Element	Condition/Level/Value	Frequency	Duration
Vision	20/40 w/correction	N/A	N/A		Hazardous Surfaces	Unstable ground	Occasional	Short
	Depth perception	N/A	N/A			Abrupt uneven surfaces	Occasional	Short
	Color vision (colors)	N/A	N/A			Unguarded holes/pits	Occasional	Short
						Animal/Insect bites/stings	Frequent	Short
Hearing	Conversational level	N/A	N/A		Other Hazards			
Smell	N/A	N/A	N/A					
					Hours Worked	More than 40 hours/week	Occasional	
Touch	Distinguish texture	N/A	N/A			More than 8 hours/day	Occasional	
						More than 5 consecutive days	Seldom	
Voice	Speaks to groups	Occasional	Short		Telework Eligible	Yes		
Personal Protective Equipment (PPE)					Equipment Operation & Use			
Category	Type	Frequency	Duration		Category	Type	Frequency	Duration
Eye and Face Protection	Safety glasses w/side shields	Occasional	Short		Motor Vehicles	Sedan/Pickup/Van	Constant	Long
					Heavy Equipment	N/A	N/A	N/A
Respiration Protection	N/A	N/A	N/A					
Hearing Protection	N/A	N/A	N/A		Other Equipment or Machinery	N/A	N/A	N/A
Head Protection	Hard hat (impact protection)	Occasional	Short					
					Hand-Held Power Tools	N/A	N/A	N/A
Hand Protection	Leather	Occasional	Short					
Foot Protection	Steel/composite toe-safety rated	Constant	Long		Hand Tools and Instruments	N/A	N/A	N/A
Body, Arm, and Leg Protection	Rain gear	Occasional	Short		Office Machines & Equipment	Computer	Frequent	Substantial
Operator License					Commercial Driver's License			
NOTE: If CDL is required, show CDL Class in element to right.	Type				VA DMV requires: 20/40 in each eye w/o telescopic lens & ≥140° horizontal vision.	N/A		
	Standard Driver's License							
Other physical or sensory demands, working conditions, equipment, hazards, PPE, etc., not indicated above:								

Mental Requirements	
Evaluate based on the level of complexity [least to most] inherent in the job using the examples provided; then select the number from the drop-down list that matches the column which best represents the mental demand required in each element.	
1 Comprehend Verbal Communication - Understand information and directions which are provided verbally	
Job requires the ability to understand and follow:	
Complex information where the listener must analyze the information presented, discern the key facts vs. opinions, and make a determination on appropriate recommendation or action.	
2 Communicate Orally - Verbally express thoughts and directions	
Job requires:	
Explaining and interpreting specialized, and sometimes sensitive, information to co-workers, customers, citizen groups or higher officials.	
3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.	
Job requires ability to comprehend:	
Complex written material in the form of formal reports of a highly specialized or technical nature. Guidance and clarification are typically available.	
4 Written Communication Skills - Express thoughts and directions in writing	
Job requires:	
Preparation of reports and documents involving complex information.	
5 Maintain an Appropriate Work Pace - The flow or rate of incoming work assignments and the expectations for completion of tasks	
Job requires ability to adhere to work schedule:	
In a fast paced environment where the work is predictable.	
6 Perform Complex or Varied Tasks - The variety of tasks and assignments and the level of complexity of those tasks/assignments	
Job requires ability to perform:	
A variety of tasks at the specialist or leader level.	
7 Interact and Relate to Peers, Co-Workers, or the Public - The nature and level of interaction with others required of the job	
Job requires interaction:	
With a variety of individuals or groups outside the immediate unit/agency to collaborate on issues or projects.	
8 Decision Making & Reasoning Ability - The extent to which the job requires logic to analyze information, draw conclusions/ generalizations, and make decisions based on facts	
Job requires:	
Considerable reasoning and decision making. Issues and/or data are interpreted and evaluated, alternatives are evaluated, and recommendations are made for resolution of issues.	
9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties	
Job requires the ability to:	
Remember laws, codes, policies, procedures, etc., which are somewhat repetitive from day to day.	
10 Flexibility and Adaptability - The extent to which one must adjust to changing circumstances and expectations, take on new challenges on short notice, and/or deal successfully with changing priorities and workloads	
Job requires flexibility and willingness:	
To be adaptable in assessing customer/client needs and tailoring a non-typical solution.	
11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties	
Job tasks are:	
Varied and typically of moderate duration requiring sustained focus. Lapses may result in injury or legal or financial liability.	
12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks	
Job tasks:	
Involve investigation, inspection, auditing, or observation. Inattention to detail could result in legal or financial liability.	
13 Reaction Time - Describes work that requires an immediate response or decision	
Job requires the ability to:	
Provide an immediate response/decision to maintain normal daily operations, procedures or processes. Untimely response/decision could lead to serious injury, or legal or financial liability.	
14 Direct, Control, and Plan the Work of Others - Determine the time, place and sequence of work procedures, operations, and actions. Establish goals and objectives, motivate, and promote cooperation and teamwork in the work group	
Job requires:	
Supervision of a small group of employees (5 or less).	
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives	
Job requires:	
Obtaining support from other work groups to accomplish objectives.	
16 Stress Tolerance - Ability to perform duties without anxiety when faced with difficulties. Having positive stress tolerance is being able to stay calm in situations of heavy workload, tight deadlines, and/or difficult customers	
Job requires the ability to:	
Handle stress associated with having to work with other people who are in distress.	