

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS
City of Virginia Beach, VA

Job Title:	Utility Mechanic Supervisor	Position Number(PCN):	B.000699
Div./Office:	PUD 034 Meter Operations	Approver's Name:	
Date of Last Update:	April 13, 2026	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:	Yes	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	Substantial	Working Outside: in all weather conditions		Frequent	Substantial
Walking		Frequent	Substantial	Working Alone: out of communication w/others		Occasional	Substantial
Sitting		Occasional	Short	Extreme Temperatures	At/above 90 degrees	Occasional	Substantial
Reaching	Lower than shoulder level	Frequent	Moderate		Below 30 degrees	Occasional	Substantial
Lifting	Up to 25 lbs.	Frequent	Short	Extreme Wetness		Occasional	Moderate
	Up to 50 lbs.	Occasional	Short	Extreme Dryness		N/A	N/A
Carrying	Weight: Up to 25 lbs.	Frequent	Short	Exposure to Traffic	High Traffic Low Speed	Frequent	Substantial
	Distance: Up to 25 ft.	Frequent	Short		High Traffic High Speed	Seldom	Substantial
Pushing	Estimated weight-resistance equivalency			Congested Area/Workspace		Seldom	Short
	Up to 25 lbs.	Occasional	Short	Confined Space- Permit REQUIRED		Occasional	Moderate
Pulling	Estimated weight-resistance equivalency			Working Below Ground		Frequent	Moderate
	Up to 25 lbs.	Occasional	Short	Working at Heights (ft.)	N/A	N/A	N/A
Working Overhead	Using hand tools	Seldom	Short		Noise Level: > 85 decibels TWA for 8 hrs.	N/A	N/A
	Weight: Up to 25 lbs.	Seldom	Short	Vibrations		Concrete cut saw	Seldom
Climbing Stairs	Frequent	Short	Hand-held grinder		Seldom	Short	
Climbing Ladders	Occasional	Short	Body area(s): Ex- Trunk, shoulders, arms, and hands.				
Balancing	Seldom	Short		Dust / Dirt / Particulate		Frequent	Substantial
Stooping	Frequent	Short		Radiation		N/A	N/A
Kneeling/Squatting	Frequent	Moderate		Silica/Fiberglass		N/A	N/A
Bending	Frequent	Moderate		Asbestos		N/A	N/A
Crawling	N/A	N/A		Aerosols & Gases	Irritant	Occasional	Short
Explosive Strength: Short bursts of muscle force to propel oneself.	Frequent	Short			Hazardous Materials /Chemicals		Welding Supplies/Materials
Trunk Strength: Use of abdominal and lower back muscles.	Frequent	Moderate				Painting Supplies/Products	
						Cleaning Products	
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.	Frequent	Moderate		Petroleum Products	N/A	N/A	N/A
Repetitive Limb Movement	Fingers/Wrist	Frequent	Substantial	Electrical Hazard		Occasional	Moderate
	Arm/Shoulder	Frequent	Substantial	Fire Hazard		Seldom	Seldom
Dexterity	Grasping	Frequent	Substantial	Infectious Diseases Exposure Type(s):	Sewer-like work spaces	Seldom	Short
	Use of computer keyboard	Occasional	Short				
Repetitive Twisting	Wrist/Elbow	Frequent	Substantial	Symbols:	Ex- Repair sewer pipes; empty residence trash cans.		
	Shoulder	Frequent	Substantial		< equal to or less than	< less than	
Awkward Positions & Motions	Awkward positions	Occasional	Short	> equal to or greater than	> greater than		
	Awkward motions	Occasional	Short				

Sensory Demands				Working Conditions (cont.)			
Element	Condition/Level/Value	Frequency	Duration	Element	Condition/Level/Value	Frequency	Duration
Vision	20/40 w/correction	Constant	Long	Hazardous Surfaces	Abrupt uneven surfaces	Occasional	Moderate
					Unguarded holes/pits	Occasional	Moderate
					Unstable ground	Occasional	Moderate
Hearing	Conversational level	Constant	Long	Other Hazards	Animal/Insect bites/stings	Occasional	Short
Smell	Natural gas	Seldom	Short		Sharp edges/objects	Occasional	Short
	Burning odor	Seldom	Short	Electric shock	Occasional	Moderate	
Touch	N/A	N/A	N/A	Hours Worked	Four 10-hour days	Constant	
					More than 40 hours/week	Occasional	
Voice	One-on-One	Occasional	Short	Telework Eligible	No		
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	Moderate	Motor Vehicles	Truck GVWR <= 26,000 lbs.	Frequent	Short
	Face shield	Seldom	Short				
				Heavy Equipment	N/A	N/A	N/A
Respiration Protection	Dust mask	Occasional	Moderate				
Hearing Protection	Both ear plugs and muffs	Occasional	Moderate	Other Equipment or Machinery	Forklift	Occasional	Short
					Bobcat	Occasional	Short
Head Protection	Hard hat (impact protection)	Frequent	Long		Ditchwitch	Seldom	Short
	Rain hat	Seldom	Substantial				
Hand Protection	Waterproof	Occasional	Short	Hand-Held Power Tools	Cordless drill	Occasional	Short
	Medical grade exam gloves	Occasional	Short		Jack hammer	Occasional	Short
Foot Protection				Impact drill/wrench	Seldom	Short	
	Steel/composite toe-safety rated	Constant	Long	Hand Tools and Instruments	Mechanic tools	Occasional	Moderate
	Waterproof	Constant	Long		Plumbing tools	Occasional	Moderate
Body, Arm, and Leg Protection	Cloth coveralls	Occasional	Moderate	Office Machines & Equipment	Computer	Frequent	Short
	Traffic vest	Occasional	Long		Printer/Copier/Fax	Frequent	Short
	Chaps	Seldom	Short				
	Rain gear	Seldom	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: Detailed information gained from an interview or investigation where interpretation and evaluation are required to make a judgement on the accuracy of the information and the appropriate course of action.
2 Communicate Orally - Verbally express thoughts and directions
Job requires: Communicating specialized information to co-workers, supervisors or customers.
3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.
Job requires ability to comprehend: Detailed written material in the form of informational reports, memos, articles, plans and drawings to be used in performing duties.
4 Written Communication Skills - Express thoughts and directions in writing
Job requires: Preparation of written information providing specialized information in the form of a letter, memo or report.
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 moderately paced environment with some unexpected assignments.
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 others outside of the immediate work unit/agency, typically one-on-one, responding to inquiries or responding to requests for services.
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 adjust to non-typical conditions or situations where a new or different process/procedure must be utilized to accomplish work.
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 confusion and delays.
13 Reaction Time - Describes work that requires an immediate response or decision
Job requires the ability to: Provide an immediate response/decision to situations outside of normal daily operations, procedures or processes. Delays occur if response is not timely.
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: Planning and supervision of multiple groups of employees.
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives
Job requires: Obtaining support and cooperation from citizens and outside 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: Tolerate long or irregular work shifts.