

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA											
Job Title:	Survey Aide III				Position Number(PCN):		B.001245.2				
Div./Office:	PUD 011 Engineering		Approver's Name								
Date of Last Update:	April 10, 2025		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:			
CJIS Certification:		No		PREA Certification:		No		Subject to Barrier Crime Provisions:			
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		Moderate	Working Outside:		in all weather conditions		Constant	Long	
Walking		Frequent		Moderate	Working Alone:		out of communication w/others		N/A	N/A	
Sitting		Occasional		Short	Extreme Temperatures		At/above 90 degrees		Occasional	Long	
Reaching		Shoulder level or higher		Occasional	Below 30 degrees		Occasional		Long		
Lifting		Up to 25 lbs.		Occasional	Extreme Wetness		Seldom		Short		
					Extreme Dryness		N/A		N/A		
Carrying		Weight: Up to 25 lbs.		Occasional	Short		Exposure to Traffic		High Traffic Low Speed	Frequent	Moderate
		Distance: Over 25 ft.		Occasional	Short		High Traffic High Speed		Occasional	Short	
Pushing		Estimated weight-resistance equivalency		Over 50 lbs.		Occasional		Short		Congested Area/Workspace	
										N/A	
										N/A	
Pulling		Estimated weight-resistance equivalency		Over 50 lbs.		Occasional		Short		Working Below Ground	
										N/A	
										N/A	
Working Overhead		N/A		N/A		N/A		Working at Heights (ft.)		N/A	
										N/A	
										N/A	
Weight:		N/A		N/A		N/A		Noise Level: > 85 decibels TWA for 8 hrs.		N/A	
Climbing Stairs		N/A		N/A		N/A		Vibrations		N/A	
Climbing Ladders		N/A		N/A		N/A				N/A	
Balancing		N/A		N/A		N/A		Body area(s):		Ex- Trunk, shoulders, arms, and hands.	
Stooping		Occasional		Short		Dust / Dirt / Particulate		Seldom		Short	
Kneeling/Squatting		Occasional		Short		Radiation		N/A		N/A	
Bending		Occasional		Short		Silica/Fiberglass		N/A		N/A	
Crawling		N/A		N/A		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.		Seldom		Short		Hazardous Materials /Chemicals		N/A		undefined	
										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		Frequent		Short		Electrical Hazard		N/A	
		Arm/Shoulder		Occasional		Short		Fire Hazard		N/A	
Dexterity		Use of computer keyboard		Occasional		Short		Infectious Diseases Exposure Type(s):		Sewer-like work spaces	
		Handwriting		Frequent		Moderate				Occasional	
Repetitive Twisting		N/A		N/A		N/A				Ex- Repair sewer pipes; empty residence trash cans.	
										< equal to or less than	
Awkward Positions & Motions		N/A		N/A		N/A		Symbols:		< less than	
										> 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	Abrupt uneven surfaces	Frequent	Substantial	
	Depth perception	N/A	N/A			Unguarded holes/pits	Frequent	Substantial	
	Color vision (colors)	N/A	N/A			Unstable ground	Frequent	Substantial	
						Animal/Insect bites/stings	Seldom	Short	
Hearing	Conversational level	N/A	N/A		Other Hazards				
Smell	N/A	N/A	N/A						
					Hours Worked	More than 40 hours/week	Seldom		
						More than 8 hours/day	Seldom		
Touch	N/A	N/A	N/A						
					Telework Eligible	No			
Voice	One-on-One	N/A	N/A						
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	Frequent	Short	
					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	N/A	Occasional	Short						
Hand Protection	Leather	N/A	N/A		Hand-Held Power Tools	N/A	N/A	N/A	
Foot Protection	Steel/composite toe-safety rated	Constant	Long		Hand Tools and Instruments	Survey tools	Constant	Long	
Body, Arm, and Leg Protection	Traffic vest	Frequent	Short			Office Machines & Equipment	Computer	Occasional	Short
					Printer/Copier/Fax		Occasional	Short	
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:	
Basic, step by step verbal instructions from a supervisor who is usually present at the workplace.	
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 fully functional independent 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:	
Within the immediate work unit.	
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:	
Little independent decision making. Established methods and procedures are followed and close supervision is present.	
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 detailed methods and procedures and apply them to work being performed.	
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 normal schedule or assume responsibility for tasks outside the normal set of duties.	
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 short in duration requiring only limited focus. Lapses may result in operational or production delays.	
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:	
Maintain production standards but work is steady and predictable and rarely requires an immediate response or decision.	
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:	
No supervision or management of staff.	
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:	
Tolerate typical work stressors such as deadlines or conflict and maintain composure.	