

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS									
City of Virginia Beach, VA									
Job Title:	Maintenance Worker					Position Number(PCN):	B.001734.1		
Div./Office:	PWD 703 SWU - Operations and Maintenance		Approver's Name						
Date of Last Update:	August 28, 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:		Yes		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		Occasional	Moderate	Working Outside: in all weather conditions			Frequent	Substantial	
Walking		Frequent	Substantial	Working Alone: out of communication w/others			N/A	N/A	
Sitting		Frequent	Moderate	Extreme Temperatures		At/above 90 degrees	Occasional	Moderate	
Reaching	Shoulder level or higher	Occasional	Moderate			Below 30 degrees	Occasional	Moderate	
Lifting	Over 50 lbs.	Occasional	Moderate	Extreme Wetness			Occasional	Short	
	Up to 50 lbs.	Occasional	Moderate	Extreme Dryness			Occasional	Short	
Carrying	Weight: Over 50 lbs.	Occasional	Short	Exposure to Traffic		High Traffic Low Speed	Frequent	Moderate	
	Distance: Over 25 ft.	Frequent	Short			Little Used Roads	Frequent	Moderate	
Pushing	Estimated weight-resistance equivalency			Congested Area/Workspace			Seldom	Short	
	Over 50 lbs.	Occasional	Short	Confined Space- Permit REQUIRED			Occasional	Short	
Pulling	Estimated weight-resistance equivalency			Working Below Ground			Seldom	Short	
	Over 50 lbs.	Occasional	Short	Working at Heights (ft.)		Up to 12 ft.	Occasional	Short	
Working Overhead	Using hand tools	Occasional	Short			12 to 25 ft.	Occasional	Short	
	Using power tools	Occasional	Short	Noise Level: > 85 decibels TWA for 8 hrs.			Yes	Occasional	Substantial
	Weight: Up to 10 lbs.	Frequent	Short						
Climbing Stairs		Occasional	Short	Vibrations		Concrete cut saw	Occasional	Moderate	
Climbing Ladders		Occasional	Short			Jack hammer	Occasional	Short	
Balancing		Occasional	Short			Body area(s):	Ex- Trunk, shoulders, arms, and hands.		
Stooping		Frequent	Moderate	Dust / Dirt / Particulate			Constant	Long	
Kneeling/Squatting		Frequent	Moderate	Radiation			N/A	N/A	
Bending		Frequent	Moderate	Silica/Fiberglass			N/A	N/A	
Crawling		Occasional	Short	Asbestos			N/A	N/A	
Explosive Strength: Short bursts of muscle force to propel oneself.		Frequent	Short	Aerosols & Gases		N/A	N/A	N/A	
Trunk Strength: Use of abdominal and lower back muscles.		Frequent	Moderate	Hazardous Materials /Chemicals			N/A	undefined	
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	Moderate	Electrical Hazard			N/A	N/A	
	Arm/Shoulder	Frequent	Moderate	Fire Hazard			N/A	N/A	
Dexterity	Grasping	Occasional	Moderate	Infectious Diseases		Sewer-like work spaces	Occasional	Substantial	
				Exposure Type(s):		Ex- Repair sewer pipes; empty residence trash cans.			
Repetitive Twisting	Wrist/Elbow	Frequent	Moderate	Symbols:		< equal to or less than	< less than		
	Shoulder	Occasional	Moderate			> equal to or greater than	> greater than		
Awkward Positions & Motions	Awkward positions	Occasional	Moderate						
	Awkward motions	Occasional	Moderate						

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	Steep incline	Occasional	Short
	Depth perception					Abrupt uneven surfaces	Occasional	Moderate
						Unstable ground	Occasional	Short
					Other Hazards	Animal/Insect bites/stings	Occasional	Moderate
Hearing	Conversational level	N/A	N/A			Trees (storm clean-up)	Occasional	Moderate
Smell	N/A	N/A	N/A			Sharp edges/objects	Seldom	Short
					Hours Worked	Four 10-hour days	Constant	
						More than 40 hours/week	Occasional	
Touch	Distinguish texture	N/A	N/A		Telework Eligible	No		
Voice	Limited Verbal	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	Frequent	Substantial		Motor Vehicles	N/A	N/A	N/A
						N/A	N/A	N/A
					Heavy Equipment	N/A	N/A	N/A
Respiration Protection	Dust mask	Frequent	Moderate					
Hearing Protection	Ear plugs	Frequent	Substantial		Other Equipment or Machinery	N/A	N/A	N/A
Head Protection	Hard hat (impact protection)	Constant	Long		Hand-Held Power Tools	Jack hammer	Occasional	Short
	Rain hat	Occasional	Substantial			Cutoff saw	Occasional	Short
Hand Protection	Leather	Constant	Long					
	Waterproof	Occasional	Moderate		Hand Tools and Instruments	N/A	N/A	N/A
Foot Protection	Steel/composite toe-safety rated	Constant	Long		Office Machines & Equipment	N/A	N/A	N/A
	Waterproof	Occasional	Substantial					
Body, Arm, and Leg Protection	Cloth coveralls	Frequent	Long					
	Traffic vest	Frequent	Substantial					
	Rain gear	Occasional	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.	Class C:		
	CDL							
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 basic 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:	
Step by step written instructions where guidance and clarification are typically available.	
4 Written Communication Skills - Express thoughts and directions in writing	
Job requires:	
Ability to prepare basic written information and relay it to others using a basic format such as a form or email.	
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 routine procedures to accommodate simple changes.	
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:	
Are primarily manual and routine. Inattention to detail could result in operational 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:	
Little to no cooperation from co-workers or citizens to accomplish assigned tasks.	
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.	