

**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    |                 |  |                              |   |                |  |
| <b>Fields to the right (Y/N): The position's status AND if the background check must be passed by the incumbent</b>                                      |  | Safety Sensitive:   | Yes             | Child Protective Services (CPS) Background:  | No                           | VCIN Background:                                    | No             |  |
|  |  | CJIS Certification: | No              | PREA Certification:                          | No                           | Subject to Barrier Crime Provisions:                | No             |  |
| <b>REQUIREMENTS</b>  |  |                     |                 |  |                              |   |                |  |
| 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. |  |                     |                 |  |                              |   |                |  |
| <b>Physical Demands</b>  |  |                     |                 | <b>Working Conditions</b>                    |                              |   |                |  |
| 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     |  |
|  | Weight: Up to 10 lbs.                    | Frequent            | Short           |  |                              |   | Substantial    |  |
| 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      |  |
|  |  |                     |                 |  |                              |   | 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 Exposure Type(s):        | Sewer-like work spaces       | Occasional  | Substantial    |  |
|  |  |                     |                 |  |                              |   |                |  |
| Repetitive Twisting  | Wrist/Elbow                              | Frequent            | Moderate        |  |                              | Ex- Repair sewer pipes; empty residence trash cans. |                |  |
|  | Shoulder                                 | Occasional          | Moderate        |  |                              |   |                |  |
| Awkward Positions & Motions  | Awkward positions                        | Occasional          | Moderate        | Symbols:                                     | < equal to or less than      | < less than   |                |  |
|  | Awkward motions                          | Occasional          | Moderate        |  |                              | > 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   | Steep incline              | Occasional | Short    |
|  | Depth perception                 |            |             |  | Abrupt uneven surfaces     | Occasional | Moderate |
|  |                                  |            |             |  | Unstable ground            | Occasional | Short    |
|  |                                  |            |             |  | Animal/Insect bites/stings | Occasional | Moderate |
| Hearing  | Conversational level             | N/A        | N/A         | Other Hazards  | Trees (storm clean-up)     | Occasional | Moderate |
| Smell  | N/A                              | N/A        | N/A         |  | Sharp edges/objects        | Seldom     | Short    |
|  |                                  |            |             |  | 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      |
|  |                                  |            |             |  | N/A                        | N/A        | N/A      |
|  |                                  |            |             |  |                            |            |          |
| Respiration Protection   | Dust mask                        | Frequent   | Moderate    | Heavy Equipment  |                            |            |          |
|  |                                  |            |             |  |                            |            |          |
| Hearing Protection   | Ear plugs                        | Frequent   | Substantial |  |                            |            |          |
|  |                                  |            |             |  |                            |            |          |
| Head Protection  | Hard hat (impact protection)     | Constant   | Long        | Other Equipment or Machinery   |                            |            |          |
|  | Rain hat                         | Occasional | Substantial |  |                            |            |          |
|  |                                  |            |             |  |                            |            |          |
|  |                                  |            |             |  |                            |            |          |
| Hand Protection  | Leather                          | Constant   | Long        | Hand-Held Power Tools  | Jack hammer                | Occasional | Short    |
|  | Waterproof                       | Occasional | Moderate    |  | Cutoff saw                 | Occasional | Short    |
|  |                                  |            |             |  |                            |            |          |
|  |                                  |            |             |  |                            |            |          |
| Foot Protection  | Steel/composite toe-safety rated | Constant   | Long        | Hand Tools and Instruments   | N/A                        | N/A        | N/A      |
|  | Waterproof                       | Occasional | Substantial |  |                            |            |          |
|  |                                  |            |             |  |                            |            |          |
|  |                                  |            |             |  |                            |            |          |
| Body, Arm, and Leg Protection  | Cloth coveralls                  | Frequent   | Long        | Office Machines & Equipment  | N/A                        | N/A        | N/A      |
|  | 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 & $\geq 140^\circ$ 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.