

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS										
City of Virginia Beach, VA										
Job Title:	Heating and Air Conditioning Technician II					Position Number(PCN):	B.002272			
Div./Office:	PWD 652 Heat and Air Conditioning		Approver's Name							
Date of Last Update:	July 30, 2021		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		
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		Occasional	Short
Walking			Frequent	Substantial	Working Alone:		out of communication w/others		Occasional	Short
Sitting			Occasional	Short	Extreme Temperatures	At/above 90 degrees		Occasional	Substantial	
Reaching	Shoulder level or higher		Frequent	Short		Below 30 degrees		Occasional	Substantial	
Lifting	Up to 25 lbs.		Occasional	Short	Extreme Wetness		N/A		N/A	
	Over 50 lbs.		Occasional	Short	Extreme Dryness		N/A		N/A	
Carrying	Weight:	Up to 25 lbs.	Occasional	Short	Exposure to Traffic	N/A		N/A	N/A	
	Distance:	Up to 25 ft.	Occasional	Short						
Pushing	Estimated weight-resistance equivalency				Congested Area/Workspace		N/A		N/A	
	Over 50 lbs.		Occasional	Short	Confined Space- Permit REQUIRED		Occasional		Moderate	
Pulling	Estimated weight-resistance equivalency				Working Below Ground		Occasional		Short	
	Over 50 lbs.		Occasional	Short	Working at Heights (ft.)	Up to 12 ft.		Occasional	Short	
Working Overhead	Using hand tools		Frequent	Moderate		Over 40 ft.		Seldom		Short
	Using power tools		Occasional	Short	Noise Level: > 85 decibels TWA for 8 hrs.	N/A		N/A	N/A	
	Weight:	Up to 10 lbs.	Occasional	Short						
Climbing Stairs			Occasional	Short	Vibrations	Hammer-drill		Occasional	Short	
Climbing Ladders			Occasional	Short						
Balancing			Occasional	Short		Body area(s):	Ex- Trunk, shoulders, arms, and hands.			
Stooping			Frequent	Short	Dust / Dirt / Particulate		Frequent		Moderate	
Kneeling/Squatting			Frequent	Short	Radiation		N/A		N/A	
Bending			Frequent	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.			Occasional	Short	Aerosols & Gases	N/A		N/A	N/A	
Trunk Strength: Use of abdominal and lower back muscles.			Frequent	Short	Hazardous Materials /Chemicals		N/A			
							undefined			
							undefined			
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.			Occasional	Short	Petroleum Products	N/A		N/A	N/A	
Repetitive Limb Movement	Fingers/Wrist		Constant	Long	Electrical Hazard		Constant		Long	
	Arm/Shoulder		Constant	Long	Fire Hazard		Frequent		Frequent	
Dexterity	Grasping		Constant	Long	Infectious Diseases Exposure Type(s):	N/A		N/A	N/A	
	Handwriting		Occasional	Short						
Repetitive Twisting	Wrist/Elbow		Frequent	Substantial	Ex- Repair sewer pipes; empty residence trash cans.					
	Shoulder		Frequent	Substantial	Symbols:	< equal to or less than		< less than		
Awkward Positions & Motions	Awkward positions		Frequent	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	N/A	N/A		Hazardous Surfaces	N/A	N/A	N/A	
	Color vision (colors)	N/A	N/A						
	Depth perception								
Hearing	Conversational level	N/A	N/A		Other Hazards	Electric shock	Constant	Long	
Smell	Burning odor	N/A	N/A			Stored energy-mechanical	Frequent	Moderate	
Touch	Distinguish temperature	N/A	N/A		Hours Worked	Four 10-hour days	Constant		
						More than 40 hours/week	Seldom		
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	Sedan/Pickup/Van	Occasional	Short	
	Respiration Protection	N/A	N/A	N/A		Heavy Equipment	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 (electrical shock)	Frequent	Substantial						
Hand Protection	Electrical hazard insulated	Frequent	Substantial		Hand-Held Power Tools	Cordless drill	Frequent	Moderate	
						Impact drill/wrench	Frequent	Moderate	
Foot Protection	Steel/composite toe-safety rated	Constant	Long		Hand Tools and Instruments	Electrical tools	Constant	Long	
Body, Arm, and Leg Protection	N/A	N/A	N/A		Office Machines & Equipment	N/A	N/A	N/A	
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	Level
Job requires the ability to understand and follow:	
Detailed information from a supervisor, a customer, or trainer/instructor which is necessary to the successful performance of job duties.	
2 Communicate Orally - Verbally express thoughts and directions	Level
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.	Level
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	Level
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	Level
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	Level
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	Level
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	Level
Job requires:	
Some decision making in duties such as troubleshooting where observation/judgement occurs and then a selection is made from a number of possible options for resolution.	
9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties	Level
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	Level
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	Level
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	Level
Job tasks:	
Involve numerous calculations, extensive data entry, or are manual but varied and require considerable skill. Inattention to detail could result in misleading reports or operational delays.	
13 Reaction Time - Describes work that requires an immediate response or decision	Level
Job requires the ability to:	
Provide an immediate response/decision to maintain 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	Level
Job requires:	
No supervision or management of projects or staff.	
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives	Level
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	Level
Job requires the ability to:	
Tolerate typical work stressors such as deadlines or conflict and maintain composure.	