

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

Job Title:	Media and Communications Coordinator III	Position Number(PCN):	B.002379.2
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Div./Office:	POL 010 Directors Office	Approver's Name	
Date of Last Update:	September 12, 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:	No	Child Protective Services (CPS) Background:	No	VCIN Background:	Yes
	CJS Certification:	Yes	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		Occasional	Short	Working Outside:	in all weather conditions	Seldom	Short
Walking		Occasional	Short	Working Alone:	out of communication w/others	N/A	N/A
Sitting		Frequent	Substantial	Extreme Temperatures	N/A	N/A	N/A
Reaching	Lower than shoulder level	Occasional	Short	Extreme Wetness		N/A	N/A
Lifting	Up to 10 lbs.	Occasional	Short	Extreme Dryness		N/A	N/A
				Exposure to Traffic		N/A	N/A
Carrying	Weight: Up to 10 lbs.	Occasional	Short	Congested Area/Workspace		N/A	N/A
	Distance: Up to 10 ft.	Occasional	Short	Confined Space- Permit REQUIRED		N/A	N/A
Pushing	Estimated weight-resistance equivalency			Working Below Ground		N/A	N/A
	Up to 10 lbs.	Occasional	Short	Working at Heights (ft.)	N/A	N/A	N/A
Pulling	Up to 10 lbs.	Occasional	Short	Noise Level: > 85 decibels TWA for 8 hrs.	N/A	N/A	N/A
Working Overhead	N/A	N/A	N/A	Vibrations	N/A	N/A	N/A
	Weight: N/A	N/A	N/A	Body area(s):	Ex- Trunk, shoulders, arms, and hands.		
Climbing Stairs		N/A	N/A	Dust / Dirt / Particulate		N/A	N/A
Climbing Ladders		N/A	N/A	Radiation		N/A	N/A
Balancing		N/A	N/A	Silica/Fiberglass		N/A	N/A
Stooping		N/A	N/A	Asbestos		N/A	N/A
Kneeling/Squatting		N/A	N/A	Aerosols & Gases	N/A	N/A	N/A
Bending		N/A	N/A	Hazardous Materials /Chemicals		N/A	undefined
Crawling		N/A	N/A				undefined
Explosive Strength: Short bursts of muscle force to propel oneself.		N/A	N/A	Petroleum Products	N/A	N/A	N/A
Trunk Strength: Use of abdominal and lower back muscles.		N/A	N/A	Electrical Hazard		N/A	N/A
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.		N/A	N/A	Fire Hazard		N/A	N/A
Repetitive Limb Movement	Fingers/Wrist	Frequent	Substantial	Infectious Diseases Exposure	N/A	N/A	N/A
				Type(s):	Ex- Repair sewer pipes; empty residence trash cans.		
Dexterity	Use of computer keyboard	Frequent	Substantial	Symbols:	< equal to or less than	< less than	
	Handwriting	Frequent	Substantial		> equal to or greater than	> greater than	
Repetitive Twisting	N/A	N/A	N/A				
Awkward Positions & Motions	N/A	N/A	N/A				

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
Hearing	Conversational level	N/A	N/A	Other Hazards	N/A	N/A	N/A
Smell	N/A	N/A	N/A				
Touch	N/A	N/A	N/A	Hours Worked	More than 40 hours/week	Occasional	
					More than 8 hours/day	Occasional	
Voice	One-on-One	N/A	N/A		More than 5 consecutive days	Seldom	
				Telework Eligible	No		
Personal Protective Equipment (PPE)				Equipment Operation & Use			
Category	Type	Frequency	Duration	Category	Type	Frequency	Duration
Eye and Face Protection	N/A	N/A	N/A	Motor Vehicles	Sedan/Pickup/Van	Occasional	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	N/A	N/A				
				Hand-Held Power Tools	N/A	N/A	N/A
Hand Protection	N/A	N/A	N/A				
Foot Protection	N/A	N/A	N/A	Hand Tools and Instruments	N/A	N/A	N/A
Body, Arm, and Leg Protection	N/A	N/A	N/A	Office Machines & Equipment	Computer	Frequent	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: Complex information where interpretation of vision and strategy is required to develop policy and/or course of action.
2 Communicate Orally - Verbally express thoughts and directions
Job requires: Communicating complex or sensitive information where persuasion, tact, and negotiation are required.
3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.
Job requires ability to comprehend: Complex written material where significant interpretation and evaluation are required to successfully apply content without guidance.
4 Written Communication Skills - Express thoughts and directions in writing
Job requires: Providing complex written information where negotiation and persuasion are required.
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 a fast paced environment where much of the work is new and nonrecurring.
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 diverse citizen groups, government officials, and/or business leaders exchanging sensitive information or completing complex projects.
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: Substantial reasoning and decision making. Research and evaluation are conducted, broad theories and principals are applied to the development of a recommended solution.
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 information from broad bodies of knowledge (engineering, psychology, biology, law, etc.) and apply it to projects and assignments.
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, lengthy, and require considerable 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 legal or financial liability.
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. Untimely response/decision could lead to serious injury, or legal or financial liability.
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 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 typical work stressors such as deadlines or conflict and maintain composure.