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

Job Title:	Survey Aide II	Position Number(PCN):	B.003094
Div./Office:	PWD 701 SWU - Project Management	Approver's Name	
Date of Last Update:	September 09, 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:	No
		CJIS Certification:	No	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

Element	Condition/Level/Value		Frequency	Duration
Standing			Frequent	Substantial
Walking			Frequent	Substantial
Sitting			Occasional	Moderate
Reaching	Shoulder level or higher		Occasional	Short
Lifting	Over 50 lbs.		Occasional	Short
Carrying	**Weight:**	Up to 25 lbs.	Occasional	Short
	Distance:	Over 25 ft.	Occasional	Short
Pushing	**Estimated weight-resistance equivalency**			
	Over 50 lbs.		Occasional	Short
Pulling	**Estimated weight-resistance equivalency**			
	Over 50 lbs.		Occasional	Short
Working Overhead	N/A		N/A	N/A
	Weight:	N/A	N/A	N/A
Climbing Stairs			Occasional	Short
Climbing Ladders			Occasional	Short
Balancing			Occasional	Short
Stooping			Occasional	Short
Kneeling/Squatting			Occasional	Short
Bending			Occasional	Short
Crawling			N/A	N/A
Explosive Strength: Short bursts of muscle force to propel oneself.			Occasional	Short
Trunk Strength: Use of abdominal and lower back muscles.			Occasional	Short
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.			Occasional	Moderate
Repetitive Limb Movement	Fingers/Wrist		Frequent	Substantial
	Arm/Shoulder		Occasional	Substantial
Dexterity	Use of computer keyboard		Occasional	Substantial
	Handwriting		Frequent	Moderate
Repetitive Twisting	N/A		N/A	N/A
Awkward Positions & Motions	N/A		N/A	N/A

Working Conditions

Element	Condition/Level/Value		Frequency	Duration
Working Outside: in all weather conditions			Constant	Substantial
Working Alone: out of communication w/others			N/A	N/A
Extreme Temperatures	At/above 90 degrees		Frequent	Substantial
	Below 30 degrees		Frequent	Substantial
Extreme Wetness			Seldom	Short
Extreme Dryness			Seldom	Short
Exposure to Traffic	High Traffic Low Speed		Occasional	Moderate
	Little Used Roads		Frequent	Moderate
Congested Area/Workspace			N/A	N/A
Confined Space- Permit REQUIRED			N/A	N/A
Working Below Ground			N/A	N/A
Working at Heights (ft.)	N/A		N/A	N/A
Noise Level: > 85 decibels TWA for 8 hrs.	N/A		N/A	N/A
Vibrations	N/A		N/A	N/A
	Body area(s):	Ex- Trunk, shoulders, arms, and hands.		
Dust / Dirt / Particulate			Frequent	Substantial
Radiation			N/A	N/A
Silica/Fiberglass			N/A	N/A
Asbestos			N/A	N/A
Aerosols & Gases	N/A		N/A	N/A
Hazardous Materials /Chemicals			N/A	
			undefined	
			undefined	
Petroleum Products	Liquid		Seldom	Moderate
Electrical Hazard			N/A	N/A
Fire Hazard			N/A	N/A
Infectious Diseases Exposure Type(s):	N/A		N/A	N/A
	Ex- Repair sewer pipes; empty residence trash cans.			

Symbols:	< equal to or less than	< less than
	> equal to or greater than	> greater than

Sensory Demands			
Element	**Condition/Level/Value**	**Frequency**	**Duration**
Vision	20/40 w/correction	Constant	Long
	Depth perception	Constant	Long
	Color vision (colors)	Occasional	Moderate
Hearing	Conversational level	Constant	Long
Smell	N/A	N/A	N/A
Touch	N/A	N/A	N/A
Voice	One-on-One	Constant	Long

Working Conditions (cont.)			
Element	**Condition/Level/Value**	**Frequency**	**Duration**
Hazardous Surfaces	Abrupt uneven surfaces	Frequent	Substantial
	Unguarded holes/pits	Frequent	Substantial
	Unstable ground	Frequent	Substantial
Other Hazards	Sharp edges/objects	Seldom	Moderate
Hours Worked	More than 40 hours/week	Seldom	
	More than 8 hours/day	Seldom	
Telework Eligible	No		

Personal Protective Equipment (PPE)			
Category	**Type**	**Frequency**	**Duration**
Eye and Face Protection	Safety glasses w/side shields	Seldom	Short
Respiration Protection	N/A	N/A	N/A
Hearing Protection	Ear plugs	Seldom	Moderate
Head Protection	Hard hat (impact protection)	Seldom	Moderate
Hand Protection	Cloth/General Duty	Seldom	Short
Foot Protection	Steel/composite toe-safety rated	Seldom	Moderate
Body, Arm, and Leg Protection	Traffic vest	Frequent	Substantial
	Rain gear	Seldom	Moderate

Equipment Operation & Use			
Category	**Type**	**Frequency**	**Duration**
Motor Vehicles	Sedan/Pickup/Van	Frequent	Moderate
Heavy Equipment	N/A	N/A	N/A
Other Equipment or Machinery	Powered boat	Seldom	Moderate
Hand-Held Power Tools	Cordless drill	Seldom	Moderate
	Impact drill/wrench	Seldom	Moderate
Hand Tools and Instruments	Survey tools	Constant	Long
Office Machines & Equipment	Computer	Occasional	Short
	Printer/Copier/Fax	Seldom	Short
	Map/blueprint printer	Seldom	Short

Operator License	
NOTE: If CDL is required, show CDL Class in element to right.	Type
	Standard Driver's License

Commercial Driver's License	
VA DMV requires: 20/40 in each eye w/o telescopic lens & ≥140° horizontal vision.	N/A

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:
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
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 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
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
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.