

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

Job Title:	Zoning Inspector I	Position Number(PCN):	B.003934.2
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Div./Office:	PLN 151 Zoning Administration	Approver's Name	
Date of Last Update:	December 23, 2024	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
	CJS 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				Working Conditions			
Element	Condition/Level/Value	Frequency	Duration	Element	Condition/Level/Value	Frequency	Duration
Standing		Frequent	Short	Working Outside:	in all weather conditions	Frequent	Moderate
Walking		Frequent	Short	Working Alone:	out of communication w/others	Frequent	Substantial
Sitting		Frequent	Short	Extreme Temperatures	At/above 90 degrees	Occasional	Substantial
Reaching	Lower than shoulder level	Occasional	Short	Temperatures	Below 30 degrees	Occasional	Substantial
Lifting	Up to 10 lbs.	Occasional	Short	Extreme Wetness		Occasional	Substantial
				Extreme Dryness		N/A	N/A
Carrying	Weight: Up to 10 lbs.	Occasional	Short	Exposure to Traffic	High Traffic Low Speed	Frequent	Moderate
	Distance: Up to 25 ft.	Occasional	Short				
Pushing	Estimated weight-resistance equivalency			Congested Area/Workspace		N/A	N/A
	Up to 50 lbs.	Occasional	Short	Confined Space-	Permit REQUIRED	N/A	N/A
Pulling	Estimated weight-resistance equivalency			Working Below Ground		N/A	N/A
	Up to 50 lbs.	Occasional	Short	Working at Heights (ft.)	Up to 12 ft.	Occasional	Short
Working Overhead	N/A	N/A	N/A	Noise Level:	> 85 decibels TWA for 8 hrs.	N/A	N/A
	Weight: N/A	N/A	N/A				
Climbing Stairs		Frequent	Short	Vibrations	N/A	N/A	N/A
Climbing Ladders		Occasional	Short				
Balancing		Occasional	Short		Body area(s):	Ex- Trunk, shoulders, arms, and hands.	
Stooping		Occasional	Short	Dust / Dirt / Particulate		Frequent	Substantial
Kneeling/Squatting		Occasional	Short	Radiation		N/A	N/A
Bending		Occasional	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.	N/A	N/A	Aerosols & Gases	N/A	N/A	N/A
Trunk Strength:	Use of abdominal and lower back muscles.	N/A	N/A	Hazardous Materials /Chemicals		N/A	undefined
							undefined
Dynamic Strength:	Use of muscle force repeatedly or continuously & resistant to fatigue.	N/A	N/A	Petroleum Products	N/A	N/A	N/A
Repetitive Limb Movement	Fingers/Wrist	Occasional	Short	Electrical Hazard		Occasional	Short
	Arm/Shoulder	Occasional	Short	Fire Hazard		N/A	N/A
Dexterity	Handwriting	Frequent	Short	Infectious Diseases Exposure	N/A	N/A	N/A
	Use of computer keyboard	Occasional	Short	Type(s):	Ex- Repair sewer pipes; empty residence trash cans.		
Repetitive Twisting	N/A	N/A	N/A	Symbols:	< equal to or less than	< less than	
					> equal to or greater than	> greater than	
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	Abrupt uneven surfaces	Occasional	Short
	Depth perception	N/A	N/A		Unguarded holes/pits	Occasional	Short
	Color vision (colors)	N/A	N/A		Unstable ground	Occasional	Short
Hearing	Conversational level	N/A	N/A	Other Hazards	Animal/Insect bites/stings	Frequent	Short
Smell	N/A	N/A	N/A				
Touch	Distinguish texture	N/A	N/A	Hours Worked	More than 40 hours/week	Seldom	
Voice	One-on-One	N/A	N/A	Telework Eligible	Yes		
Personal Protective Equipment (PPE)				Equipment Operation & Use			
Category	Type	Frequency	Duration	Category	Type	Frequency	Duration
Eye and Face Protection	Safety glasses w/side shields	Occasional	Short	Motor Vehicles	Sedan/Pickup/Van	Constant	Long
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 (impact protection)	Occasional	Short	Hand-Held Power Tools	N/A	N/A	N/A
Hand Protection	Leather	Occasional	Short	Hand Tools and Instruments	N/A	N/A	N/A
Foot Protection	Steel/composite toe-safety rated	Constant	Long	Office Machines & Equipment	Computer	Frequent	Moderate
Body, Arm, and Leg Protection	Rain gear	Occasional	Moderate				
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:
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 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.
Job requires ability to comprehend:
Detailed written material in the form of informational reports, memos, articles, plans and drawings to be used in performing duties.
4 Written Communication Skills - Express thoughts and directions in writing
Job requires:
Preparation of written information providing specialized information in the form of a letter, memo or report.
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 the work is predictable.
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:
With others outside of the immediate work unit/agency, typically one-on-one, responding to inquiries or responding to requests for services.
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:
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
Job requires the ability to:
Remember laws, codes, policies, procedures, etc., which are somewhat repetitive from day to day.
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 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
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:
Involve investigation, inspection, auditing, or observation. Inattention to detail could result in confusion and delays.
13 Reaction Time - Describes work that requires an immediate response or decision
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
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.