

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

Job Title:	Office Supervisor	Position Number(PCN):	B.004245.1
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Div./Office:	HSD 007 Transportation	Approver's Name	
Date of Last Update:	October 29, 2021	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:	No
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**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	Occasional	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	N/A	N/A	N/A	Extreme Wetness		N/A	N/A	
Lifting	N/A	N/A	N/A	Extreme Dryness		N/A	N/A	
Carrying	Weight:	N/A	N/A	Exposure to Traffic	N/A	N/A	N/A	
	Distance:	N/A	N/A					
Pushing	Estimated weight-resistance equivalency			Congested Area/Workspace		N/A	N/A	
	N/A	N/A	N/A	Confined Space- Permit REQUIRED		N/A	N/A	
Pulling	Estimated weight-resistance equivalency			Working Below Ground		N/A	N/A	
	N/A	N/A	N/A	Working at Heights (ft.)	N/A	N/A	N/A	
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					
Climbing Stairs		N/A	N/A	Vibrations	N/A	N/A	N/A	
Climbing Ladders		N/A	N/A		Body area(s):	Ex- Trunk, shoulders, arms, and hands.		
Balancing		N/A	N/A	Dust / Dirt / Particulate		N/A	N/A	
Stooping		N/A	N/A	Radiation		N/A	N/A	
Kneeling/Squatting		N/A	N/A	Silica/Fiberglass		N/A	N/A	
Bending		N/A	N/A	Asbestos		N/A	N/A	
Crawling		N/A	N/A	Aerosols & Gases	N/A	N/A	N/A	
Explosive Strength: Short bursts of muscle force to propel oneself.		N/A	N/A	Hazardous Materials /Chemicals			Cleaning Products	
Trunk Strength: Use of abdominal and lower back muscles.		N/A	N/A					Disinfectants
								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	Frequent	Substantial	Electrical Hazard		N/A	N/A	
				Fire Hazard		N/A	N/A	
Dexterity	Use of computer keyboard	Frequent	Substantial	Infectious Diseases Exposure Type(s):	N/A	N/A	N/A	
	Handwriting	Frequent	Substantial					
Repetitive Twisting	N/A	N/A	N/A	Symbols:	< equal to or less than	< less than		
Awkward Positions & Motions	N/A	N/A	N/A		> 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	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	
Voice	One-on-One	N/A	N/A		More than 8 hours/day	Occasional	
					More than 5 consecutive days	Seldom	
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
					Bus < 16 capacity	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 Protection	N/A	N/A	N/A	Hand-Held Power Tools	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.	Class B:		
	Standard Driver's License						
	CDL						
Other physical or sensory demands, working conditions, equipment, hazards, PPE, etc., not indicated above:		Bus >= 16 capacity (CDL)- Occasional/Short					

<b>Mental Requirements</b>	
<b>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.</b>	
1 Comprehend Verbal Communication - Understand information and directions which are provided verbally	Level
Job requires the ability to understand and follow:	
Complex information where the listener must analyze the information presented, discern the key facts vs. opinions, and make a determination on appropriate recommendation or action.	4
2 Communicate Orally - Verbally express thoughts and directions	Level
Job requires:	
Explaining and interpreting specialized, and sometimes sensitive, information to co-workers, customers, citizen groups or higher officials.	3
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:	
Detailed written material such as analytical, statistical, or status reports where information will be interpreted and applied to course of action.	3
4 Written Communication Skills - Express thoughts and directions in writing	Level
Job requires:	
Written explanation and interpretation of specialized information to other City agencies, customers, higher officials and authorities.	3
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.	2
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 specialist or leader level.	4
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:	
With a variety of individuals or groups outside the immediate unit/agency to collaborate on issues or projects.	3
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:	
Considerable reasoning and decision making. Issues and/or data are interpreted and evaluated, alternatives are evaluated, and recommendations are made for resolution of issues.	3
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 information from broad bodies of knowledge (engineering, psychology, biology, law, etc.) and apply it to projects and assignments.	4
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 be adaptable in assessing customer/client needs and tailoring a non-typical solution.	4
11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties	Level
Job tasks are:	
Varied, substantially long, and require considerable focus. Lapses may result in operational or production delays.	4
12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks	Level
Job tasks:	
Involve investigation, inspection, auditing, or observation. Inattention to detail could result in confusion and delays.	3
13 Reaction Time - Describes work that requires an immediate response or decision	Level
Job requires the ability to:	
Provide an immediate response/decision to situations outside of normal daily operations, procedures or processes. Delays occur if response is not timely.	3
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:	
Planning and supervision of multiple groups of employees.	3
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives	Level
Job requires:	
Obtaining support and cooperation from citizens and outside groups to accomplish objectives.	3
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.	1