

**PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS**

City of Virginia Beach, VA

Job Title:	Utility Mechanic III	Position Number(PCN):	B.004285.2
Div./Office:	PUD 034 Meter Operations	Approver's Name	
Date of Last Update:	May 20, 2022	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:	Yes	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		Frequent	Substantial	<b>Working Outside:</b> in all weather conditions		Constant	Long
Walking		Frequent	Substantial	<b>Working Alone:</b> out of communication w/others		Frequent	Substantial
Sitting		Occasional	Short	<b>Extreme Temperatures</b>	At/above 90 degrees	Frequent	Long
Reaching	Lower than shoulder level	Frequent	Moderate		Below 30 degrees	Frequent	Long
Lifting	Up to 25 lbs.	Frequent	Short	<b>Extreme Wetness</b>		Occasional	Moderate
	Up to 50 lbs.	Occasional	Short	<b>Extreme Dryness</b>		N/A	N/A
Carrying	<b>Weight:</b> Up to 25 lbs.	Frequent	Short	<b>Exposure to Traffic</b>	High Traffic Low Speed	Frequent	Substantial
	<b>Distance:</b> Up to 25 ft.	Frequent	Short		High Traffic High Speed	Seldom	Substantial
Pushing	<b>Estimated weight-resistance equivalency</b>			<b>Congested Area/Workspace</b>		Seldom	Short
	Up to 25 lbs.	Occasional	Short	<b>Confined Space-</b> Permit REQUIRED		Occasional	Moderate
Pulling	<b>Estimated weight-resistance equivalency</b>			<b>Working Below Ground</b>		Frequent	Moderate
	Up to 25 lbs.	Occasional	Short	<b>Working at Heights (ft.)</b>	N/A	N/A	N/A
Working Overhead	Using hand tools	Seldom	Short	<b>Noise Level:</b> > 85 decibels TWA for 8 hrs.		Yes	Occasional
	<b>Weight:</b> Up to 25 lbs.	Seldom	Short				Short
Climbing Stairs		Frequent	Short	<b>Vibrations</b>	Concrete cut saw	Seldom	Short
Climbing Ladders		Occasional	Short		Hand-held grinder	Seldom	Short
Balancing		Seldom	Short		Body area(s):	Ex- Trunk, shoulders, arms, and hands.	
Stooping		Frequent	Short	<b>Dust / Dirt / Particulate</b>		Constant	Long
Kneeling/Squatting		Frequent	Moderate	<b>Radiation</b>		N/A	N/A
Bending		Frequent	Moderate	<b>Silica/Fiberglass</b>		N/A	N/A
Crawling		N/A	N/A	<b>Asbestos</b>		N/A	N/A
<b>Explosive Strength:</b> Short bursts of muscle force to propel oneself.		Frequent	Short	<b>Aerosols &amp; Gases</b>	Irritant	Occasional	Short
<b>Trunk Strength:</b> Use of abdominal and lower back muscles.		Frequent	Moderate	<b>Hazardous Materials /Chemicals</b>		Welding Supplies/Materials	
						Painting Supplies/Products	
						Cleaning Products	
<b>Dynamic Strength:</b> Use of muscle force repeatedly or continuously & resistant to fatigue.		Frequent	Moderate	<b>Petroleum Products</b>	N/A	N/A	N/A
<b>Repetitive Limb Movement</b>	Fingers/Wrist	Frequent	Substantial	<b>Electrical Hazard</b>		Occasional	Moderate
	Arm/Shoulder	Frequent	Substantial	<b>Fire Hazard</b>		Seldom	Seldom
<b>Dexterity</b>	Grasping	Frequent	Substantial	<b>Infectious Diseases Exposure Type(s):</b>	Sewer-like work spaces	Seldom	Short
	Use of computer keyboard	Occasional	Short				
<b>Repetitive Twisting</b>	Wrist/Elbow	Frequent	Substantial	<b>Symbols:</b>	Ex- Repair sewer pipes; empty residence trash cans.		
	Shoulder	Frequent	Substantial		< equal to or less than	< less than	
<b>Awkward Positions &amp; Motions</b>	Awkward positions	Occasional	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	Constant	Long	Hazardous Surfaces	Abrupt uneven surfaces	Frequent	Moderate
					Unguarded holes/pits	Frequent	Moderate
					Unstable ground	Frequent	Moderate
Hearing	Conversational level	Constant	Long	Other Hazards	Animal/Insect bites/stings	Frequent	Short
Smell	Natural gas	Seldom	Short		Sharp edges/objects	Occasional	Short
	Burning odor	Seldom	Short		Electric shock	Occasional	Moderate
Touch	N/A	N/A	N/A	Hours Worked	Four 10-hour days	Constant	
					More than 40 hours/week	Occasional	
Voice	Limited Verbal	Occasional	Moderate				
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	Moderate	Motor Vehicles	Truck GVWR <= 26,000 lbs.	Frequent	Short
	Face shield	Seldom	Short				
Respiration Protection	Dust mask	Occasional	Short	Heavy Equipment	N/A	N/A	N/A
Hearing Protection	Both ear plugs and muffs	Frequent	Moderate	Other Equipment or Machinery	Forklift	Occasional	Short
Head Protection	Hard hat (impact protection)	Constant	Long		Bobcat	Occasional	Short
	Rain hat	Seldom	Substantial		Ditchwitch	Seldom	Short
Hand Protection	Waterproof	Frequent	Short	Hand-Held Power Tools	Cordless drill	Occasional	Short
	Medical grade exam gloves	Frequent	Short		Jack hammer	Occasional	Short
Foot Protection	Steel/composite toe-safety rated	Constant	Long		Hand Tools and Instruments	Impact drill/wrench	Occasional
	Waterproof	Constant	Long	Mechanic tools		Frequent	Moderate
Body, Arm, and Leg Protection	Cloth coveralls	Frequent	Moderate	Office Machines & Equipment	Plumbing tools	Frequent	Moderate
	Traffic vest	Frequent	Long		Computer	Occasional	Short
	Chaps	Occasional	Short	Printer/Copier/Fax	Occasional	Short	
	Rain gear	Occasional	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:							

<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:	
Basic, step by step verbal instructions from a supervisor who is usually present at the workplace.	1
2 Communicate Orally - Verbally express thoughts and directions	Level
Job requires:	
Communicating basic information to co-workers, supervisors, or customers.	1
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.	1
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.	1
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 fully functional independent level.	3
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.	1
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:	
Little independent decision making. Established methods and procedures are followed and close supervision is present.	1
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.	2
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 routine procedures to accommodate simple changes.	1
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 short in duration requiring only limited focus. Lapses may result in operational or production delays.	2
12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks	Level
Job tasks:	
Are primarily manual and routine. Inattention to detail could result in operational delays.	1
13 Reaction Time - Describes work that requires an immediate response or decision	Level
Job requires the ability to:	
Maintain production standards but work is steady and predictable and rarely requires an immediate response or decision.	1
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.	1
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.	1
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