

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS									
City of Virginia Beach, VA									
Job Title:	Custodial Worker				Position Number(PCN):	B.006661			
Div./Office:	PWD 654 Custodial	Approver's Name							
Date of Last Update:	September 01, 2023	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	Element	Duration
Standing		Constant	Substantial	Working Outside: in all weather conditions		Seldom	Short		
Walking		Constant	Substantial	Working Alone: out of communication w/others		Frequent	Substantial		
Sitting		Seldom	Short	Extreme Temperatures	N/A	N/A	N/A		
Reaching	Shoulder level or higher	Frequent	Short	Extreme Wetness		N/A	N/A		
Lifting	Up to 25 lbs.	Frequent	Short	Extreme Dryness		N/A	N/A		
	Up to 50 lbs.	Occasional	Short	Exposure to Traffic		N/A	N/A		
Carrying	Weight: Up to 50 lbs.	Occasional	Short	Congested Area/Workspace		N/A	N/A		
	Distance: Up to 25 ft.	Occasional	Short	Confined Space- Permit REQUIRED		N/A	N/A		
Pushing	Estimated weight-resistance equivalency			Working Below Ground		N/A	N/A		
	Over 50 lbs.	Occasional	Short	Working at Heights (ft.)	Up to 12 ft.	Seldom	Short		
Pulling	Over 50 lbs.	Occasional	Short	Noise Level: > 85 decibels TWA for 8 hrs.	N/A	N/A	N/A		
	Using hand tools	Occasional	Short	Vibrations		N/A	N/A		
Working Overhead				Body area(s):	Ex- Trunk, shoulders, arms, and hands.				
Weight: Up to 10 lbs.	Occasional	Short		Dust / Dirt / Particulate		Frequent	Moderate		
Climbing Stairs	Occasional	Short		Radiation		N/A	N/A		
Climbing Ladders	Occasional	Short		Silica/Fiberglass		N/A	N/A		
Balancing	Occasional	Short		Asbestos		N/A	N/A		
Stooping	Frequent	Short		Aerosols & Gases	Toxic/Poisonous	Occasional	Short		
Kneeling/Squatting	Frequent	Short		Hazardous Materials /Chemicals				Cleaning Products Disinfectants undefined	
Bending	Frequent	Short		Petroleum Products	N/A	N/A	N/A		
Crawling	Seldom	Short		Electrical Hazard		N/A	N/A		
Explosive Strength: Short bursts of muscle force to propel oneself.	Seldom	Short		Fire Hazard		N/A	N/A		
Trunk Strength: Use of abdominal and lower back muscles.	Frequent	Moderate		Infectious Diseases Exposure Type(s):	Air/Blood-borne pathogens	Seldom	Short		
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.	Frequent	Moderate		Symbols:	< equal to or less than	< less than			
Repetitive Limb Movement	Fingers/Wrist	Frequent	Substantial	> equal to or greater than	> greater than				
	Arm/Shoulder	Frequent	Substantial						
Dexterity	Grasping	Frequent	Substantial						
Repetitive Twisting	Wrist/Elbow	Frequent	Substantial						
	Shoulder	Frequent	Substantial						
Awkward Positions & Motions	Awkward positions	Frequent	Moderate						
	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	N/A	N/A	Hazardous Surfaces	N/A	N/A	N/A
Hearing	Conversational level	Occasional	Short	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	Seldom	
Voice	Limited Verbal	N/A	N/A	Telework Eligible	No		
Personal Protective Equipment (PPE)				Equipment Operation & Use			
Category	Type	Frequency	Duration	Category	Type	Frequency	Duration
Eye and Face Protection	Goggles (liquid/splash proof)	Occasional	Short	Motor Vehicles	Sedan/Pickup/Van	Occasional	Short
				Heavy Equipment	N/A	N/A	N/A
Respiration Protection	Dust mask	Occasional	Moderate				
Hearing Protection	N/A	N/A	N/A	Other Equipment or Machinery	Commercial cleaning equipment	Seldom	Short
Head Protection	N/A	N/A	N/A				
Hand Protection	Medical grade exam gloves	Frequent	Long	Hand-Held Power Tools	Scrubber/buffer	Seldom	Short
Foot Protection	Closed-toe street shoes	Constant	Long	Hand Tools and Instruments	N/A	N/A	N/A
Body, Arm, and Leg Protection	N/A	N/A	N/A	Office Machines & Equipment	N/A	N/A	N/A
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 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: Where the flow of work is steady and 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: 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 basic procedures or steps and recall them to carry out routine, repetitive tasks.
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: Repetitive and of short duration requiring only limited focus.
12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks
Job tasks: Are primarily manual and routine. Inattention to detail could result in 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: 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.