



| 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      | Seldom     |             |
|  |                                  |            |          |   | More than 8 hours/day        | Seldom     |             |
|  |                                  |            |          |   | More than 5 consecutive days | Seldom     |             |
| Voice  | Speaks to groups                 | Occasional | Moderate | 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 | Moderate | Motor Vehicles  | Sedan/Pickup/Van             | Occasional | Short       |
|  |                                  |            |          |   | Truck GVWR <= 26,000 lbs.    | Occasional | Short       |
|  |                                  |            |          |   |                              |            |             |
| Respiration Protection   | N/A                              | N/A        | N/A      | Heavy Equipment   | N/A                          | N/A        | N/A         |
| Hearing Protection   | Ear plugs                        | Seldom     | Short    |   |                              |            |             |
| Head Protection  | Hard hat (impact protection)     | Occasional | Moderate | Other Equipment or Machinery  | N/A                          | N/A        | N/A         |
|  |                                  |            |          |   |                              |            |             |
| Hand Protection  | Leather                          | Seldom     | Short    | Hand-Held Power Tools   | N/A                          | N/A        | N/A         |
|  | Medical grade exam gloves        | Seldom     | Short    |   |                              |            |             |
| Foot Protection  | Steel/composite toe-safety rated | Occasional | Moderate | Hand Tools and Instruments  | Survey tools                 | Seldom     | Short       |
|  | Waterproof                       | Seldom     | Moderate |   |                              |            |             |
|  |                                  |            |          |   |                              |            |             |
| Body, Arm, and Leg Protection  | Traffic vest                     | Occasional | Moderate | Office Machines & Equipment   | Computer                     | Constant   | Substantial |
|  | Rain gear                        | Seldom     | Moderate |   | Digital conferencing         | Frequent   | Moderate    |
|  |                                  |            |          |   | Printer/Copier/Fax           | Occasional | Short       |
| 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.**

|   |
|---|
| <b>1 Comprehend Verbal Communication - Understand information and directions which are provided verbally</b>  |
| Job requires the ability to understand and follow:<br>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.    |
| <b>2 Communicate Orally - Verbally express thoughts and directions</b>  |
| Job requires:<br>Explaining and interpreting specialized, and sometimes sensitive, information to co-workers, customers, citizen groups or higher officials.  |
| <b>3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.</b>  |
| Job requires ability to comprehend:<br>Detailed written material such as analytical, statistical, or status reports where information will be interpreted and applied to course of action.  |
| <b>4 Written Communication Skills - Express thoughts and directions in writing</b>  |
| Job requires:<br>Written explanation and interpretation of specialized information to other City agencies, customers, higher officials and authorities.   |
| <b>5 Maintain an Appropriate Work Pace - The flow or rate of incoming work assignments and the expectations for completion of tasks</b>   |
| Job requires ability to adhere to work schedule:<br>In moderately paced environment with some unexpected assignments.   |
| <b>6 Perform Complex or Varied Tasks - The variety of tasks and assignments and the level of complexity of those tasks/assignments</b>  |
| Job requires ability to perform:<br>A variety of tasks at the specialist or leader level.   |
| <b>7 Interact and Relate to Peers, Co-Workers, or the Public - The nature and level of interaction with others required of the job</b>  |
| Job requires interaction:<br>With a variety of individuals or groups outside the immediate unit/agency to collaborate on issues or projects.  |
| <b>8 Decision Making &amp; Reasoning Ability - The extent to which the job requires logic to analyze information, draw conclusions/ generalizations, and make decisions based on facts</b>  |
| Job requires:<br>Considerable reasoning and decision making. Issues and/or data are interpreted and evaluated, alternatives are evaluated, and recommendations are made for resolution of issues.   |
| <b>9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties</b>   |
| Job requires the ability to:<br>Remember information from broad bodies of knowledge (engineering, psychology, biology, law, etc.) and apply it to projects and assignments.   |
| <b>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</b>              |
| Job requires flexibility and willingness:<br>To adjust to non-typical conditions or situations where a new or different process/procedure must be utilized to accomplish work.  |
| <b>11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties</b>  |
| Job tasks are:<br>Varied, substantially long, and require considerable focus. Lapses may result in operational or production delays.  |
| <b>12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks</b>  |
| Job tasks:<br>Involve investigation, inspection, auditing, or observation. Inattention to detail could result in confusion and delays.  |
| <b>13 Reaction Time - Describes work that requires an immediate response or decision</b>  |
| Job requires the ability to:<br>Provide an immediate response/decision to situations outside of normal daily operations, procedures or processes. Delays occur if response is not timely.   |
| <b>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</b> |
| Job requires:<br>No supervision or management of staff.   |
| <b>15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives</b>  |
| Job requires:<br>Obtaining support and cooperation from citizens and outside groups to accomplish objectives.   |
| <b>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</b> |
| Job requires the ability to:<br>Tolerate typical work stressors such as deadlines or conflict and maintain composure.   |