

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

Job Title:	Zoning Inspector I	Position Number(PCN):	B.007756.1
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Div./Office:	PLN 151 Zoning Administration	Approver's Name	
Date of Last Update:	December 28, 2023	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
	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
<b>Standing</b>		Frequent	Short	<b>Working Outside:</b>	in all weather conditions	Frequent	Moderate
<b>Walking</b>		Frequent	Short	<b>Working Alone:</b>	out of communication w/others	Frequent	Substantial
<b>Sitting</b>		Frequent	Short	<b>Extreme Temperatures</b>	At/above 90 degrees	Occasional	Substantial
<b>Reaching</b>	Lower than shoulder level	Occasional	Short	<b>Temperatures</b>	Below 30 degrees	Occasional	Substantial
<b>Lifting</b>	Up to 10 lbs.	Occasional	Short	<b>Extreme Wetness</b>		Occasional	Substantial
				<b>Extreme Dryness</b>		N/A	N/A
<b>Carrying</b>	<b>Weight:</b> Up to 10 lbs.	Occasional	Short	<b>Exposure to Traffic</b>	High Traffic Low Speed	Frequent	Moderate
	<b>Distance:</b> Up to 25 ft.	Occasional	Short				
<b>Pushing</b>	<b>Estimated weight-resistance equivalency</b>			<b>Congested Area/Workspace</b>		N/A	N/A
	Up to 50 lbs.	Occasional	Short	<b>Confined Space-</b>	Permit REQUIRED	N/A	N/A
<b>Pulling</b>	<b>Estimated weight-resistance equivalency</b>			<b>Working Below Ground</b>		N/A	N/A
	Up to 50 lbs.	Occasional	Short	<b>Working at Heights (ft.)</b>	Up to 12 ft.	Occasional	Short
<b>Working Overhead</b>	N/A	N/A	N/A	<b>Noise Level:</b>	> 85 decibels TWA for 8 hrs.	N/A	N/A
	<b>Weight:</b> N/A	N/A	N/A				
<b>Climbing Stairs</b>		Frequent	Short	<b>Vibrations</b>		N/A	N/A
<b>Climbing Ladders</b>		Occasional	Short				
<b>Balancing</b>		Occasional	Short		Body area(s):	Ex- Trunk, shoulders, arms, and hands.	
<b>Stooping</b>		Occasional	Short	<b>Dust / Dirt / Particulate</b>		Frequent	Substantial
<b>Kneeling/Squatting</b>		Occasional	Short	<b>Radiation</b>		N/A	N/A
<b>Bending</b>		Occasional	Short	<b>Silica/Fiberglass</b>		N/A	N/A
<b>Crawling</b>		Occasional	Short	<b>Asbestos</b>		N/A	N/A
<b>Explosive Strength:</b> Short bursts of muscle force to propel oneself.		N/A	N/A	<b>Aerosols &amp; Gases</b>	N/A	N/A	N/A
<b>Trunk Strength:</b> Use of abdominal and lower back muscles.		N/A	N/A	<b>Hazardous Materials /Chemicals</b>		N/A	undefined
<b>Dynamic Strength:</b> Use of muscle force repeatedly or continuously & resistant to fatigue.		N/A	N/A	<b>Petroleum Products</b>	N/A	N/A	N/A
<b>Repetitive Limb Movement</b>	Fingers/Wrist	Occasional	Short	<b>Electrical Hazard</b>		Occasional	Short
	Arm/Shoulder	Occasional	Short	<b>Fire Hazard</b>		N/A	N/A
<b>Dexterity</b>	Handwriting	Frequent	Short	<b>Infectious Diseases Exposure</b>	N/A	N/A	N/A
	Use of computer keyboard	Occasional	Short	<b>Type(s):</b>	Ex- Repair sewer pipes; empty residence trash cans.		
<b>Repetitive Twisting</b>	N/A	N/A	N/A	<b>Symbols:</b>	< equal to or less than	< less than	
					> equal to or greater than	> greater than	
<b>Awkward Positions &amp; Motions</b>	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
	N/A	N/A	N/A				
Smell				Hours Worked	More than 40 hours/week	Seldom	
Touch	Distinguish texture	N/A	N/A	Telework Eligible	Yes		
Voice	One-on-One	N/A	N/A				
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
				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	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.**

<b>1 Comprehend Verbal Communication - Understand information and directions which are provided verbally</b>
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.
<b>2 Communicate Orally - Verbally express thoughts and directions</b>
Job requires: Communicating specialized information to co-workers, supervisors or customers.
<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: Detailed written material in the form of informational reports, memos, articles, plans and drawings to be used in performing duties.
<b>4 Written Communication Skills - Express thoughts and directions in writing</b>
Job requires: Preparation of written information providing specialized information in the form of a letter, memo or report.
<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: In a fast paced environment where the work is predictable.
<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: A variety of tasks at the fully functional independent 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: With others outside of the immediate work unit/agency, typically one-on-one, responding to inquiries or responding to requests for services.
<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: 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.
<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: Remember laws, codes, policies, procedures, etc., which are somewhat repetitive from day to day.
<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: To adjust normal schedule or assume responsibility for tasks outside the normal set of duties.
<b>11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties</b>
Job tasks are: Varied and typically short in duration requiring only limited 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: 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: Provide an immediate response/decision to maintain 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: No supervision or management of staff.
<b>15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives</b>
Job requires: Little to no cooperation from co-workers or citizens to accomplish assigned tasks.
<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: Tolerate typical work stressors such as deadlines or conflict and maintain composure.