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

| | | | |
|---|---|---|---|
| Job Title: | Deputy Director-Housing-Neighborhood Preservation | Position Number: | P12808 |
| Sup Org: | HNP-Homeless Services | Approver's Name | |
| Date of Last Update: | March 30, 2026 | 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 |
| | CJIS 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**

| Element | Condition/Level/Value | Frequency | Duration |
|---|---|---|---|
| **Standing** | | Occasional | Short |
| **Walking** | | Occasional | Short |
| **Sitting** | | Frequent | Substantial |
| **Reaching** | Lower than shoulder level | Seldom | Short |
| **Lifting** | Up to 10 lbs. | Occasional | Short |
| | | | |
| **Carrying** | **Weight:** Up to 10 lbs. | Occasional | Short |
| | **Distance:** Up to 10 ft. | Occasional | Short |
| **Pushing** | **Estimated weight-resistance equivalency** | | |
| | Up to 10 lbs. | Occasional | Short |
| **Pulling** | **Estimated weight-resistance equivalency** | | |
| | Up to 10 lbs. | Occasional | Short |
| **Working Overhead** | N/A | N/A | N/A |
| | | | |
| | **Weight:** N/A | N/A | N/A |
| **Climbing Stairs** | | Seldom | Short |
| **Climbing Ladders** | | Seldom | Short |
| **Balancing** | | Seldom | Short |
| **Stooping** | | Seldom | Short |
| **Kneeling/Squatting** | | Seldom | Short |
| **Bending** | | Seldom | Short |
| **Crawling** | | Seldom | Short |
| **Explosive Strength:** Short bursts of muscle force to propel oneself. | | N/A | N/A |
| | | | |
| **Trunk Strength:** Use of abdominal and lower back muscles. | | N/A | N/A |
| | | | |
| | | | |
| **Dynamic Strength:** Use of muscle force repeatedly or continuously & resistant to fatigue. | | N/A | N/A |
| | | | |
| **Repetitive Limb Movement** | Fingers/Wrist | Frequent | Moderate |
| | | | |
| **Dexterity** | Use of computer keyboard | Frequent | Moderate |
| | Handwriting | Frequent | Moderate |
| **Repetitive Twisting** | N/A | N/A | N/A |
| | | | |
| **Awkward Positions & Motions** | N/A | N/A | N/A |
| | | | |

**Working Conditions**

| Element | Condition/Level/Value | Frequency | Duration |
|---|---|---|---|
| **Working Outside:** in all weather conditions | | N/A | N/A |
| **Working Alone:** out of communication w/others | | N/A | N/A |
| **Extreme Temperatures** | N/A | N/A | N/A |
| | | | |
| **Extreme Wetness** | | N/A | N/A |
| **Extreme Dryness** | | N/A | N/A |
| **Exposure to Traffic** | N/A | N/A | N/A |
| | | | |
| **Congested Area/Workspace** | | N/A | N/A |
| **Confined Space-** Permit REQUIRED | | N/A | N/A |
| **Working Below Ground** | | N/A | N/A |
| **Working at Heights (ft.)** | N/A | N/A | N/A |
| | | | |
| **Noise Level:** > 85 decibels TWA for 8 hrs. | N/A | N/A | N/A |
| | | | |
| **Vibrations** | N/A | N/A | N/A |
| | | | |
| | Body area(s): Ex- Trunk, shoulders, arms, and hands. | | |
| **Dust / Dirt / Particulate** | | N/A | N/A |
| **Radiation** | | N/A | N/A |
| **Silica/Fiberglass** | | N/A | N/A |
| **Asbestos** | | N/A | N/A |
| **Aerosols & Gases** | N/A | N/A | N/A |
| | | | |
| **Hazardous Materials /Chemicals** | | N/A | |
| | | undefined | |
| | | undefined | |
| **Petroleum Products** | N/A | N/A | N/A |
| | | | |
| **Electrical Hazard** | | N/A | N/A |
| **Fire Hazard** | | N/A | N/A |
| **Infectious Diseases Exposure Type(s):** | N/A | N/A | N/A |
| | | | |
| | Ex- Repair sewer pipes; empty residence trash cans. | | |
| **Symbols:** | < equal to or less than | < less than | |
| | > equal to or greater than | > greater than | |

| Sensory Demands | | | |
|---|---|---|---|
| **Element** | **Condition/Level/Value** | **Frequency** | **Duration** |
| **Vision** | 20/40 w/correction | Frequent | Moderate |
| | | | |
| | | | |
| | | | |
| **Hearing** | Conversational level | Frequent | Moderate |
| **Smell** | N/A | N/A | N/A |
| | | | |
| | | | |
| **Touch** | N/A | N/A | N/A |
| | | | |
| **Voice** | Speaks to groups | Frequent | Short |

| Working Conditions (cont.) | | | |
|---|---|---|---|
| **Element** | **Condition/Level/Value** | **Frequency** | **Duration** |
| **Hazardous Surfaces** | N/A | N/A | N/A |
| | | | |
| | | | |
| **Other Hazards** | N/A | N/A | N/A |
| | | | |
| | | | |
| **Hours Worked** | More than 40 hours/week | Frequent | |
| | More than 8 hours/day | Frequent | |
| | More than 5 consecutive days | Frequent | |
| **Telework Eligible** | Yes | | |

| Personal Protective Equipment (PPE) | | | |
|---|---|---|---|
| **Category** | **Type** | **Frequency** | **Duration** |
| **Eye and Face Protection** | N/A | N/A | N/A |
| | | | |
| | | | |
| | | | |
| **Respiration Protection** | N/A | N/A | N/A |
| | | | |
| **Hearing Protection** | N/A | N/A | N/A |
| | | | |
| **Head Protection** | Hard hat (impact protection) | Seldom | Short |
| | | | |
| | | | |
| **Hand Protection** | N/A | N/A | N/A |
| | | | |
| | | | |
| **Foot Protection** | N/A | N/A | N/A |
| | | | |
| | | | |
| **Body, Arm, and Leg Protection** | N/A | N/A | N/A |
| | | | |
| | | | |
| | | | |

| Equipment Operation & Use | | | |
|---|---|---|---|
| **Category** | **Type** | **Frequency** | **Duration** |
| **Motor Vehicles** | Sedan/Pickup/Van | Occasional | Moderate |
| | | | |
| **Heavy Equipment** | N/A | N/A | N/A |
| | | | |
| | | | |
| | | | |
| **Other Equipment or Machinery** | N/A | N/A | N/A |
| | | | |
| | | | |
| | | | |
| **Hand-Held Power Tools** | N/A | N/A | N/A |
| | | | |
| | | | |
| | | | |
| **Hand Tools and Instruments** | N/A | N/A | N/A |
| | | | |
| | | | |
| | | | |
| **Office Machines & Equipment** | Computer | Frequent | Moderate |
| | | | |
| | | | |

| Operator License | |
|---|---|
| NOTE: If CDL is required, show CDL Class in element to right. | Type |
| | Standard Driver's License |
| | |
| | |

| Commercial Driver's License | |
|---|---|
| VA DMV requires: 20/40 in each eye w/o telescopic lens & =140° horizontal vision. | N/A |

| | |
|---|---|
| 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: |
| Complex information where interpretation of vision and strategy is required to develop policy and/or course of action. |
| 2 Communicate Orally - Verbally express thoughts and directions |
| Job requires: |
| Communicating complex information to higher officials and authorities. |
| 3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated. |
| Job requires ability to comprehend: |
| Complex written material where significant interpretation and evaluation are required to successfully apply content without guidance. |
| 4 Written Communication Skills - Express thoughts and directions in writing |
| Job requires: |
| Preparation of reports and documents involving complex information. |
| 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: |
| In moderately paced environment with some unexpected assignments. |
| 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 diverse citizen groups, government officials, and/or business leaders exchanging sensitive information or completing complex projects. |
| 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: |
| Substantial independent decision making and reasoning in applying abstract principles to solve complex conceptual issues and render decisions having impact of the highest magnitude on City operations and/or budget. Job is limited only by budget and policy stipulations. |
| 9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties |
| Job requires the ability to: |
| Memorize complex procedures, policies, and laws, and recall and apply to difficult issues or develop innovative strategies or work products. |
| 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 change complex procedures to accommodate requirements of higher authorities. |
| 11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties |
| Job tasks are: |
| Varied, lengthy, and require considerable focus. Lapses may result in injury or legal or financial liability. |
| 12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks |
| Job tasks: |
| Involve numerous and various details, some of which have subtle differences, that require continuous and close attention to detail to facilitate accuracy of outcome. Inattention to detail could result in legal or financial liability. |
| 13 Reaction Time - Describes work that requires an immediate response or decision |
| Job requires the ability to: |
| Provide an immediate response/decision to situations outside of normal daily operations, procedures or processes. Untimely response/decision could lead to serious injury, or legal or financial liability. |
| 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: |
| Planning, supervision, and management of a large group of supervisors, managers, and workers (less than 100). |
| 15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives |
| Job requires: |
| Working with diverse groups; must obtain consensus on complex issues or policies from a variety of groups or individuals to complete work satisfactorily. |
| 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 highest levels of stress resulting from complex situations; requires maintaining personal composure and initiating remedial action to alleviate stress for others. |