

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS City of Virginia Beach, VA									
Job Title:	Maintenance Engineer/Building Systems				Position Number:	P15697			
Sup Org:	PWD 651 Electrical	Approver's Name	Stephanie Bissell						
Date of Last Update:	April 20, 2026	Approver's Title	Human Resources Assistant						
		Reviewer's Name	Stephanie Bissell						
Fields to the right (Y/N): The position's status AND If the background check must be passed by the incumbent									
Safety Sensitive:		Yes	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					Working Conditions				
Element	Condition/Level/Value	Frequency	Duration		Element	Condition/Level/Value	Frequency	Duration	
Standing		Frequent	Moderate		Working Outside: in all weather conditions		Occasional	Short	
Walking		Frequent	Moderate		Working Alone: out of communication w/others		Occasional	Short	
Sitting		Frequent	Moderate		Extreme Temperatures	At/above 90 degrees	Occasional	Substantial	
Reaching	Shoulder level or higher	Frequent	Moderate		Below 30 degrees		Occasional	Substantial	
Lifting	Up to 50 lbs.	Occasional	Short		Extreme Wetness		N/A	N/A	
	Over 50 lbs.	Occasional	Short		Extreme Dryness		N/A	N/A	
Carrying	Weight: Up to 25 lbs.	Occasional	Short		Exposure to Traffic	N/A	N/A	N/A	
	Distance: Up to 25 ft.	Occasional	Short						
Pushing	Estimated weight-resistance equivalency				Congested Area/Workspace		N/A	N/A	
	Over 50 lbs.	Occasional	Short		Confined Space- Permit REQUIRED		Occasional	Moderate	
Pulling	Estimated weight-resistance equivalency				Working Below Ground		Occasional	Short	
	Over 50 lbs.	Occasional	Short		Working at Heights (ft.)	Up to 12 ft.	Occasional	Short	
Working Overhead	Using hand tools	Frequent	Moderate		Over 40 ft.		Seldom	Short	
	Using power tools	Occasional	Short		Noise Level: > 85 decibels TWA for 8 hrs.	N/A	N/A	N/A	
	Weight: Up to 10 lbs.	Occasional	Short						
Climbing Stairs		Occasional	Short		Vibrations	Hammer-drill	Occasional	Short	
Climbing Ladders		Occasional	Short						
Balancing		Occasional	Short		Body area(s):		Ex- Trunk, shoulders, arms, and hands.		
Stooping		Frequent	Short		Dust / Dirt / Particulate		Frequent	Moderate	
Kneeling/Squatting		Frequent	Short		Radiation		N/A	N/A	
Bending		Frequent	Short		Silica/Fiberglass		N/A	N/A	
Crawling		Occasional	Short		Asbestos		N/A	N/A	
Explosive Strength: Short bursts of muscle force to propel oneself.		Occasional	Short		Aerosols & Gases	N/A	N/A	N/A	
Trunk Strength: Use of abdominal and lower back muscles.		Frequent	Short		Hazardous Materials /Chemicals		N/A		
							undefined		
							undefined		
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.		Occasional	Short		Petroleum Products	N/A	N/A	N/A	
Repetitive Limb Movement	Fingers/Wrist	Constant	Long		Electrical Hazard		Constant	Long	
	Arm/Shoulder	Constant	Long		Fire Hazard		Frequent	Frequent	
Dexterity	Grasping	Constant	Long		Infectious Diseases Exposure Type(s):	N/A	N/A	N/A	
	Handwriting	Occasional	Short						
Repetitive Twisting	Wrist/Elbow	Frequent	Substantial		Symbols:	Ex- Repair sewer pipes; empty residence trash cans.			
	Shoulder	Frequent	Substantial			< equal to or less than		< less than	
Awkward Positions & Motions	Awkward positions	Frequent	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	N/A	N/A		Hazardous Surfaces	N/A	N/A	N/A
	Color vision (colors)	N/A	N/A					
	Depth perception							
Hearing	Conversational level	N/A	N/A		Other Hazards	Electric shock	Constant	Long
Smell	Burning odor	N/A	N/A			Stored energy-mechanical	Frequent	Moderate
					Hours Worked	Four 10-hour days	Constant	
Touch	Distinguish temperature	N/A	N/A			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	Safety glasses w/side shields	Frequent	Substantial		Motor Vehicles	Truck GVWR <= 26,000 lbs.	Occasional	Moderate
					Heavy Equipment	Back hoe	Occasional	Moderate
Respiration Protection	Dust mask	Occasional	Moderate					
Hearing Protection	Ear plugs	Occasional	Moderate		Other Equipment or Machinery	Forklift	Occasional	Moderate
Head Protection	Hard hat (electrical shock)	Occasional	Moderate					
Hand Protection	Electrical hazard insulated	Occasional	Moderate		Hand-Held Power Tools	Cordless drill	Occasional	Moderate
						Impact drill/wrench	Occasional	Moderate
Foot Protection	Electrical hazard insulated	Constant	Long		Hand Tools and Instruments	Electrical tools	Constant	Long
	Steel/composite toe-safety rated	Constant	Long					
Body, Arm, and Leg Protection	Arc Rated	Constant	Long					
	Traffic vest	Occasional	Moderate		Office Machines & Equipment	Computer	Frequent	Substantial
	Rain gear	Occasional	Moderate			Printer/Copier/Fax	Frequent	Moderate
	Fall arrest/Body harness	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:								
Use this area to log the changes you have made to the Working Condition Summary in the following format: Date - Section & changes made - Your Name.:		4/20/26 - Reattached approved template - SBissell						

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 specialized 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:	
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:	
Within the immediate work unit.	
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:	
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.	
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 detailed methods and procedures and apply them to work being performed.	
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 normal schedule or assume responsibility for tasks outside the normal set of duties.	
11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties	
Job tasks are:	
Varied and typically of moderate duration requiring sustained 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 calculations, extensive data entry, or are manual but varied and require considerable skill. Inattention to detail could result in misleading reports or operational delays.	
13 Reaction Time - Describes work that requires an immediate response or decision	
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.	
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.	