

PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS									
City of Virginia Beach, VA									
Job Title:	Utility Crew Leader					Position Number:	P1831		
Sup Org:	PUD-Operations-Water Distribution	Approver's Name							
Date of Last Update:	June 17, 2024	Approver's Title							
		Reviewer's Name		Mia J. Martin					
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	Short	Working Outside: in all weather conditions			Occasional	Moderate
Walking			Frequent	Short	Working Alone: out of communication w/others			Occasional	Moderate
Sitting			Occasional	Moderate	Extreme Temperatures		At/above 90 degrees	Seldom	Moderate
Reaching	Lower than shoulder level		Occasional	Short			Below 30 degrees	Seldom	Moderate
Lifting	Up to 25 lbs.		Occasional	Short	Extreme Wetness			N/A	N/A
	Over 50 lbs.		Occasional	Short	Extreme Dryness			N/A	N/A
Carrying	Weight:	Over 50 lbs.	Occasional	Short	Exposure to Traffic			N/A	N/A
	Distance:	Over 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			N/A	N/A
Pulling	Estimated weight-resistance equivalency				Working Below Ground			N/A	N/A
	Over 50 lbs.		Occasional	Short	Working at Heights (ft.)	12 to 25 ft.		Occasional	Short
Working Overhead	Using hand tools		Occasional	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					
Climbing Ladders			Occasional	Short	Vibrations		N/A	N/A	N/A
Balancing			Occasional	Short					
Stooping			Occasional	Short	Dust / Dirt / Particulate		Frequent	Substantial	
Kneeling/Squatting			Occasional	Short	Radiation		N/A	N/A	
Bending			Occasional	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.			Occasional	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		Occasional	Short	Electrical Hazard			Occasional	Short
	Arm/Shoulder		Occasional	Short	Fire Hazard			N/A	N/A
Dexterity	Handwriting		Occasional	Short	Infected Diseases Exposure	N/A	N/A	N/A	
	Grasping		Occasional	Short					
Repetitive Twisting	Wrist/Elbow		Occasional	Moderate	Type(s):	Ex- Repair sewer pipes; empty residence trash cans.			
	Shoulder		Occasional	Moderate					
Awkward Positions & Motions	Awkward positions		Seldom	Short	Symbols:	< equal to or less than		< less than	
	Awkward motions		Seldom	Short			> equal to or greater than	> greater than	

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
	Depth perception	N/A	N/A					
	Color vision (colors)	N/A	N/A					
Hearing	Conversational level	N/A	N/A		Other Hazards	Animal/Insect bites/stings	Frequent	Moderate
Smell	N/A	N/A	N/A			Sharp edges/objects	Frequent	Short
						Pinch points	Frequent	Short
Touch	Distinguish texture	N/A	N/A		Hours Worked	Four 10-hour days	Constant	
						More than 40 hours/week	Seldom	
Voice	One-on-One	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	Occasional	Moderate		Motor Vehicles	Truck GVWR <= 26,000 lbs.	Frequent	Moderate
					Heavy Equipment	Back hoe	Occasional	Moderate
Respiration Protection	Dust mask	Occasional	Short					
Hearing Protection	Ear plugs	Occasional	Moderate		Other Equipment or Machinery	Forklift	Occasional	Moderate
Head Protection	Hard hat (impact protection)	Occasional	Moderate					
Hand Protection	N/A	N/A	N/A		Hand-Held Power Tools	Cordless drill	Occasional	Moderate
						Impact drill/wrench	Occasional	Moderate
						Cutoff saw	Occasional	Moderate
				Jack hammer		Occasional	Moderate	
Foot Protection	Steel/composite toe-safety rated	Constant	Long		Hand Tools and Instruments	Carpentry tools	Occasional	Moderate
Body, Arm, and Leg Protection	Traffic vest	Occasional	Moderate			Office Machines & Equipment	Computer	Frequent
	Rain gear	Occasional	Moderate		Printer/Copier/Fax		Frequent	Moderate
	Fall arrest/Body harness	Occasional	Moderate					
	Cloth coveralls	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.:		06/17/24 - Correction of the background information - MJMartin						

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:	
Detailed written material in the form of informational reports, memos, articles, plans and drawings to be used in performing duties.	
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 specialist or leader 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:	
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 to non-typical conditions or situations where a new or different process/procedure must be utilized to accomplish work.	
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 short in duration requiring only limited focus. Lapses may result in operational or production delays.	
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:	
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:	
Supervision of a small group of employees (5 or less).	
15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives	
Job requires:	
Obtaining support from other work groups to accomplish objectives.	
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.	