



**Young Shire Council**

## **INFORMATION PACKAGE**

*for the position of*

**Manager Environmental and Public Health Services**

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## YOUNG SHIRE COUNCIL



*POSITION VACANT*

### **Manager Environmental and Public Health Services**

**We are offering a leading position with the opportunity to participate in the growth of a vibrant regional community.**

- **Outstanding life style opportunity**
- **Salary \$80K- \$86K plus 9.5% Superannuation**
- **Leaseback Vehicle.**
- **Nine day fortnight**

**Sound interesting? Then Young Shire Council has the job for you!**

Young is a rapidly growing regional centre providing you with an opportunity to grow with a broad range of economic diversity and to share in a lifestyle which has a truly active community spirit.

We are located in the heart of the Hilltops region which encompasses an area of approximately 2,693 square kilometres in the State's South West Slopes and is less than 2 hours from Canberra, Wagga Wagga and Orange, and less than 4 hours from Sydney.

As regional leaders we are currently seeking applications from experienced Environmental and Health professionals to take on the role of managing the provision of services for our Town and Shire.

The successful applicant will be required to undertake the full range of Public Health, Waste Management, Pollution Control, Environment as well as the normal Health legislative areas within our growing regional centre.

A remuneration package will be negotiated with the successful applicant including vehicle use and reasonable relocation expenses will be met for a non-local appointee.

To find out more go to our website [www.young.nsw.gov.au](http://www.young.nsw.gov.au) or contact our Human Resources Officer on 0263801234.

**Applications close 11<sup>th</sup> July, 2014**

Peter Vlatko  
General Manager

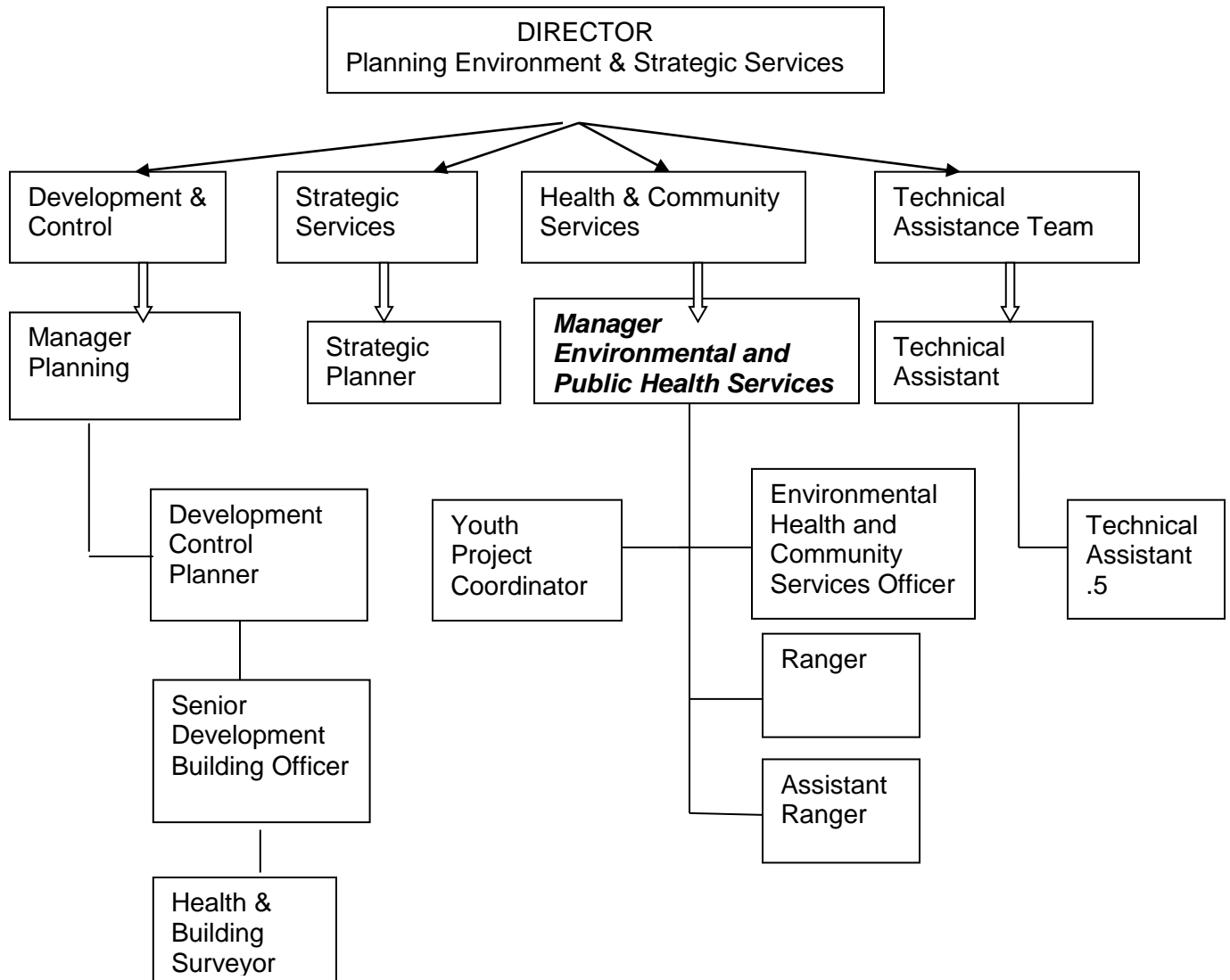
## GENERAL INFORMATION

### POSITION OBJECTIVE(S)

To lead in the provision of health, environment, waste and ranger services to meet Council's statutory and community needs.

### Responsibility

The position reports to the Director of Planning Environment and Strategic Services.



### **Qualifications & Experience**

- Tertiary qualifications as an Environmental Health and Building Surveying or other equivalent qualifications
- Experience in Food Inspection and surveillance in a regulatory capacity
- Experience in municipal waste management
- Experience in regulatory capacity under the Protection of the Environment (Operations) Act, 1997
- Unrestricted NSW Driver's Licence.

**Salary** The position is classified as a Grade 27 under Council's Salary System and the Local Government (State) Award 2010. Grading will be dependent on qualifications, experience and competence. The salary range for the position is as follows (based on a 35 hour week):

| <b>G R A D E</b>     | <b>Entry Level</b> | <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> |
|----------------------|--------------------|---------------|---------------|---------------|---------------|
| <i>Weekly Pay</i>    | \$ 1545.05         | \$1575.95     | \$1606.85     | \$1637.75     | \$1668.65     |
| <i>Annual Salary</i> | \$80342.60         | \$81949.40    | \$83556.20    | \$85163.00    | \$86769.80    |

### **Conditions of Employment**

Conditions of employment include:

- The Local Government (State) Award 2010
- 35 hours per week
- Enhancement based salary system  
Entry level and 4 competency steps for each grade.  
Each step is equal to 2% of the entry level.  
Progression based on acquisition and use of skills.
- Leave provisions as per Award:
  - 4 weeks annual leave but no leave loading.
  - Sick Leave of 15 days per year which includes provision for Carers Leave.
  - Council funded superannuation, currently 9.5%.
  - Salary sacrifice.
  - Salary packaging.
  - Education Assistance Scheme.
  - Uniform supplied.
  - Vehicle lease back agreement.
  - Council has a smoke free work environment policy.
  - Applicants may be requested to undertake pre-employment medical assessments at Council's expense to assist in determining their suitability for the position.

An offer of employment would be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment would be confirmed at the end of the probationary period.

## ***Applying for the Position***

### ***IMPORTANT Information Guide for Job Applicants***

Selection is based on the assessment of each applicant in relation to the selection criteria identified in the Position Description for the advertised vacancy. Therefore, write your application so that the selection panel can assess your capabilities against each of the selection criteria. A letter and/or resume on its own are generally not sufficient.

Whilst there is no set format for your application, the following is a general guide on what should be included:

#### **1. Resume**

Include a resume with correct information (full name, address, telephone numbers and email address) and a summary of your work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.

#### **3. At least two work related referees**

In your resume include details of at least two people who can be contacted who can provide information about how you meet the selection criteria. Provide their names, position titles, addresses, telephone numbers and email address. As a matter of courtesy you should advise the people you have nominated as your referees that they may receive a call from a prospective employer.

#### **3. Give complete and relevant information**

Your application is a tool to sell your skills and abilities. It is the first stage in the selection process. It should be well presented and supply such detail as is necessary to fully explain your capabilities and experience. Do not simply state that you meet the requirements of the selection criteria. Give examples that demonstrate how you meet each criterion ie. numbers of staff supervised, examples of suggestions which have been implemented, etc.

#### **4. Be concise**

Avoid being long-winded, overstating your case or exaggerating your abilities.

### **Where to Submit an Application**

Application may be submitted online via the following link: [www.applynow.com.au/job57991](http://www.applynow.com.au/job57991)  
Please answer all questions within the application form.

### ***Interviews***

Candidates for interview will be selected from the applications based on the above selection criteria. This is why it is important to ensure that you attached a Criteria Statement. Applicants selected for interview will be notified by telephone within 2 weeks after the closing date.

### ***Appointment***

An offer of appointment will be subject to the successful applicant obtaining an audiometry assessment and a satisfactory medical and functional assessment to determine applicant's physical suitability for the position. Council will pay the cost of the assessments.

### **APPLICATION CHECK LIST**

***Have you completed a:-***

- ☐ ***Full Resume, including contacts for work related referees***
- ☐ ***Have you let them know that they maybe called upon?***
- ☐ ***Be prepared to verify qualifications and experience***



## **YOUNG SHIRE COUNCIL**

### **MANAGER OF ENVIRONMENTAL AND PUBLIC HEALTH SERVICES**

#### **JOB DESCRIPTION**

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##### **1: GENERAL DESCRIPTION**

- 1.1 Position:** Manager of Environmental and Public Health Services
- 1.2 Position Holder:** Vacant
- 1.3 Division:** Planning, Environment and Strategic Services
- 1.4 Location:** Council Offices, Young
- 1.5 Role:** To lead in the provision of health, environment, waste and ranger services to meet Council's statutory and community needs.
- 1.6 Position Reviewed:** June 2014
- 1.7 Accountable to:** Director of Planning, Environment and Strategic Services
- 1.8 Accountable for:** The carrying out all duties and functions prescribed under the various Acts, Regulations, Codes and Council Policies in an efficient, expedient and professional manner without favour to ensure the protection of the health, building and natural environment and the betterment of the Shire of Young.
- 1.9 Delegated Authority:** Will be given to a suitably qualified and experienced professional, in the areas of Public Health, Waste Management, Pollution control, Environment as well as the normal Health legislative areas.

##### **2: AWARD/SALARY PROVISIONS**

- 2.1 Award Coverage:** NSW Local Government (State) Award 2010
- 2.2 Work Hours:** Full time.  
35hrs per week  
Nine day fortnight
- 2.3 Salary System Grade:** Grade 27
- 2.4 Entitlements:** Vehicle lease back agreement, employer superannuation contributions, 9 weeks paid maternity leave, long service leave entitlement after 5 years service and the option to salary sacrifice.

### **3: SELECTION CRITERIA**

#### **3.1 Essential:**

- Tertiary qualifications as an Environmental Health and Building Surveying or other equivalent qualifications
- Experience in Food Inspection and surveillance in a regulatory capacity
- Experience in municipal waste management
- Experience in regulatory capacity under the Protection of the Environment (Operations) Act, 1997
- Sound knowledge of legislation, Acts and Regulations applicable to the effective provision of regulatory actions, investigation, compliance and public education
- Current Class C driver's licence
- Demonstrated high level oral and written communication skills including the ability to compile comprehensive reports
- High level of computer literacy including demonstrated experience using Microsoft Word, Excel, access, Outlook and the Internet
- Demonstrated ability to provide quality assurance in customer service
- Thorough knowledge of the WHS and EEO practices and principles
- Experience in Public health promotion and education campaigns

#### **3.2 Desirable:**

- Minimum 5 years prior Local Government experience in Environmental Health and Building fields
- Strong interpersonal skills that will contribute to the efficiency of a small team
- Prior practical experience in building surveying and development assessment
- Demonstrated experience in meeting deadlines and working in a highly motivated environment
- Current NSW WorkCover Construction Induction Certificate (White card)
- Experience in the use of Council's record management system Civicview

### **4: POSITION DUTIES**

| <b>Area</b>          | <b>Position Duties</b>   |
|----------------------|--|
| Waste                | <ul style="list-style-type: none"><li>• Effectively manage and maintain Council's waste management systems and facilities in accordance with best practice principle</li><li>• Ensure compliance with legislation for all waste activities, as well as any relevant Guidelines, Environmental Protection Licenses and Landfill Environmental Management Plans)</li><li>• Undertake all statutory reporting by due dates</li><li>• Implement and Review the YSC Waste Management Strategy</li><li>• Be an effective partner for all regional waste involvements - (SWRWMG &amp; SEROC-SERRG)</li><li>• Develop strategies to increase the quantity and quality of recycling</li></ul> |
| Environment          | <ul style="list-style-type: none"><li>• Investigate and action all complaints re: Pollution / Environmental Damage e.g. for air, noise, water pollution and waste dumping matters.</li><li>• To assist in community engagement and education in environmental matters</li><li>• To effectively and efficiently assist the Director (Planning &amp; Environment) in undertaking special projects in public health and nuisance.</li><li>• To be the delegate to Council's Environmental Initiatives Committee.</li></ul>  |
| Environmental Health | <ul style="list-style-type: none"><li>• Monitor the regulation of Food Premises in the Shire</li><li>• Support EHCSO with compliance inspections when required.</li></ul>  |



|         |   |
|---------|---|
|         | <ul style="list-style-type: none"> <li>• Assessment of environmental health issues as a key referral officer on or associated with developments and subdivision applications</li> <li>• Develop and maintain Registers as required by the Public Health Act 2010</li> <li>• Undertake regular routine inspections of skin penetration premises, public swimming pools and places of shared accommodation</li> <li>• Undertake drinking water sampling as per schedule</li> <li>• Investigate and action all complaints re: Public Health including unhealthy premises, overgrown blocks,</li> </ul>   |
| Pool    | <ul style="list-style-type: none"> <li>• Supervise the management, operation and maintenance of the Young Aquatic Centre</li> </ul>   |
| Ranger  | <ul style="list-style-type: none"> <li>• Supervise Ranger services and compliance with regulatory standards</li> <li>• Assist ranger in the enforcement of legislation and policy for noise, air, waste, parking and use of road reserve.</li> <li>• Develop targeted education campaigns with regard to companion animals, littering and dumping</li> </ul>  |
| General | <ul style="list-style-type: none"> <li>• Prepare / assist in the development of Council Strategic Plans, guidelines, reports, policy documents, factsheets and correspondence.</li> <li>• Collect data, maintain records and statistics.</li> <li>• Liaise with other staff and provide technical advice in all matters relating to the control and disposal of waste materials.</li> <li>• Liaise with all regional waste partnerships ( SWRMG and SEROC-SERRG)</li> <li>• Keep up to date with legislation and policy changes</li> <li>• Gather evidence and relevant information for recommendations on legal proceedings and represent Council in court when required.</li> <li>• To serve appropriate rectification orders and notices in consultation with the Director pursuant to the Environmental Planning and Assessment Act and Regulations, the Local Government Act and Regulations, Protection of the Environment Operations Act and Regulations, Public Health Act, Food Regulations Act and the Swimming Pools Act and Regulation where any non-compliance has been observed as required.</li> <li>• Other tasks as may be assigned from time to time by the Director.</li> <li>• To accurately and efficiently use and maintain Council's land use application management system (registers of food, health premises, landfill access) in the tracking and determination of applications being processed by the incumbent.</li> <li>• By the maintenance of good public relations promote the image of Council as an effective and efficient organisation.</li> <li>• Prepare high quality written reports and undertake research projects as required.</li> <li>• To undertake on an as needs basis the responsibilities of the Building Surveyor in co-ordination with the Director (Planning and Environment) and the team needs.</li> <li>• At all times follow the Council's WHS policy, risk management procedures and return to work following injury procedures.</li> <li>• Be a good role model for other employees in the matter of WHS.</li> <li>• At all times follow Council Equal Employment Opportunity policy to ensure no harassing or bullying conduct occurs.</li> <li>• Applicants should be prepared to undergo a pre-employment medical assessment.</li> <li>• The successful applicant may be required to undergo screening (the working with Children Check) as part of the Child Protection (Prohibited Employment) Act 1998.</li> </ul> |

## **5: KEY PERFORMANCE INDICATORS**

- High level of customer satisfaction
- All tasks, inspection programs and projects completed to the standard requested and within nominated time frames.
- Scheduled public health surveillance work and any development application work, approved or actioned within statutory time frames.
- Responsibility and accountability for the health & safety of fellow employees, contractors, visitors and volunteers.
- All work activities carried out in a professional manner being a positive representative for Young Shire Council.
- Adherence to Councils policies and procedures.

## **6: COMPETENCIES FOR ALL STAFF**

| <b>Key Duties</b>  | <b>Performance Indicators</b>  |
|--|--|
| Demonstrate an appropriate knowledge of Council's purpose, structure, values and services with particular emphasis on one's own area of employment | <ul style="list-style-type: none"><li>• Ability to communicate knowledge of Operational Plan and how it relates to the position and Council's goals</li><li>• Accept responsibility for and manage own work</li><li>• Always represent Council in a positive manner</li></ul>  |
| Display a customer focused attitude when dealing with both internal and external customers   | <ul style="list-style-type: none"><li>• Responses and actions are appropriate</li><li>• Difficult customer situations are dealt with appropriately and without delay</li><li>• Prioritise customer care as a key issue</li><li>• Personal presentation and grooming adheres to organisational and departmental guidelines</li><li>• Represent Council in a range of forums</li><li>• Consultation involving internal and external participants in relation to all relevant matters within the department are undertaken and documented</li></ul> |
| Prioritise and respond to tasks within agreed timeframe  | <ul style="list-style-type: none"><li>• Records tasks are kept up to date</li></ul>  |
| Communicate in a clear and concise manner when dealing with customers and fellow employees   | <ul style="list-style-type: none"><li>• Clarify communications to ensure they are understood</li><li>• Document all dealings of consequences</li></ul>   |
| Deliver a high quality service and seek ways to improve work processes   | <ul style="list-style-type: none"><li>• Customer needs and expectations are correctly identified</li><li>• Demonstrate an attitude of proactive system improvement</li></ul>   |
| Co-operate with other employees, actively seeking to share the workload and assist in enhancing team morale  | <ul style="list-style-type: none"><li>• Proactively set and meet work goals</li><li>• Need for additional support to improve performance is communicated with supervisor</li><li>• Assist other in meeting team goals and deadlines</li><li>• Demonstrate teamwork and cooperation both within team and across all Council Departments</li></ul>   |
| Demonstrate a commitment to the Council as the employer and maintain a high level of integrity, fairness, honesty and confidentiality              | <ul style="list-style-type: none"><li>• Demonstrate a strong work ethic and a commitment to high standards of internal and external service delivery</li><li>• Always represent Council in a positive manner</li><li>• Understand and comply with Code of Conduct</li></ul>  |

|   |   |
|---|---|
| Show respect to other employees and actively discourage all forms of discrimination harassment and bullying                             | <ul style="list-style-type: none"> <li>• Behave ethically at all times in the workplace</li> <li>• No substantiated complaints received</li> <li>• Follow and promote EEO principles and deal with others fairly and impartially</li> <li>• Other employees assess non-discriminatory and non-bullying behaviour</li> </ul>                 |
| Demonstrate an understanding of Council's Work Health and Safety policies and procedures and conform to all WHS requirements of the job | <ul style="list-style-type: none"> <li>• Evidence that WHS is understood and policies and procedures are followed</li> <li>• Actively and positively contribute to participative arrangements for the management of WHS</li> <li>• Implements and monitors risk control measures, consistently, identify and report inadequacies</li> </ul> |
| Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.  | <ul style="list-style-type: none"> <li>• Accept continuous learning as part of requirement of position</li> <li>• Opportunities to meet identified development and learning needs are discussed and accepted</li> </ul>   |

## **7: WHS RESPONSIBILITIES**

| <b>Key Responsibilities</b>  | <b>Performance Indicators</b>  |
|--|--|
| Ensuring all work is performed in accordance with requirements of Council's Work Health and Safety policy, procedure and legislation | <ul style="list-style-type: none"> <li>• Conformance to WHS policy and procedures</li> <li>• Knowledge of, and use of SWMS and Standard operating procedures</li> <li>• Complete Risk Assessments</li> </ul> |
| Taking reasonable care for own Health and Safety as well as that of others   | <ul style="list-style-type: none"> <li>• Use of SWMS and Standard operating procedures</li> <li>• Complete Risk Assessment</li> </ul>  |
| Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor                                    | <ul style="list-style-type: none"> <li>• Hazard identification reports completed</li> <li>• Workplace inspection reports</li> </ul>  |
| Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.            | <ul style="list-style-type: none"> <li>• PPE worn and maintained</li> <li>• Knowledge and use of Standard operating procedures</li> </ul>  |
| Correct Manual Handling techniques are identified and used   | <ul style="list-style-type: none"> <li>• Manual Handling included in all risk assessments</li> <li>• Training in Manual Handling</li> <li>• Correct techniques followed</li> </ul>                           |
| Correct Ergonomics of office workstations are followed   | <ul style="list-style-type: none"> <li>• Demonstrate ability to set up workstation ergonomically</li> </ul>  |

## **8: AUTHORITY AND ACCOUNTABILITY**

- Minimal supervision is provided however teamwork and networking is supported
- Policy & procedures are readily available for reference
- Unusual problems should be referred for clarification or direction
- Advice on major issues and policy/professional direction provided
- May be required to make recommendations to management.
- Development of Policies and Practises to support role or offer clarity of focus for all is supported

#### **9: JUDGEMENT AND PROBLEM SOLVING**

- Ability to problem solve where a number of options require analysis
- Thorough working knowledge and experience of all work procedures
- Assistance may be readily available from others in problem solving.

#### **10: SPECIALIST KNOWLEDGE AND SKILLS**

- The ability to apply the correct procedures to complete assigned duties.
- Application of skills including on the job training and accredited external training
- Keep abreast of amendments to legislation/rules for
- WHS issues and EEO compliance
- Advanced skills & specialised knowledge relating to the more complex elements of the position

#### **11: MANAGEMENT SKILLS**

- The employee shall be self-motivated however a strong team member.
- Be able to achieve objectives within a given timetable.
- Participation as a specialist member of a functional team.
- Supervisory skills in the communication of instructions and training.

#### **12: INTERPERSONAL SKILLS**

- To provide information in an efficient manner to other Council staff and the public when necessary
- To understand and accept specific job directions and communicate with supervisor and other employees
- Skills to resolve disputes and or negotiate with staff or the public.

#### **13: QUALIFICATIONS AND EXPERIENCE**

- Professional / specialist position requiring professional qualifications to apply trained and experiential as well as theoretical knowledge to practical solutions.

#### **14: CODE OF CONDUCT**

At all times employees should act in a manner that enhances community confidence in Council. The community is entitled to quality service and a positive helpful attitude. While on duty, employees are to give the whole of their time and attention to the business of Council. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to comply with the Code of Conduct at all times.

#### **15: CONTINUOUS LEARNING**

All Council employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by external providers. Learning and development is considered necessary to assist with effectively carrying out the duties of the position.

#### **16: PERSON SPECIFICATIONS**

To perform this job successfully, an individual must have the educational skills to be able to perform each essential duty satisfactorily. Ability to read, write, apply mathematical concepts and have the ability to define problems, collect data, establish facts and draw valid conclusions is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## 17: PHYSICAL REQUIREMENTS

The following table represents the physical environment in which the employee will be required to operate under normal circumstances based on average daily exposure to the nominated tasks. Additional tasks / requirements can be added.

**\*Key:**    *Not Applicable*                      **N**            *Not Relevant to this position*  
               *Occasional*                                **O**            *Task is performed for 0-33% of the day*  
               *Frequent*                                   **F**            *Task is performed for 34-66% of the day*  
               *Constant*                                   **C**            *Task is performed for more than 66% of the shift*  
               *Repetitive*                                **R**            *Work cycle is repeated < 30 sec & performed for > 60min*

| WORKING CONDITIONS / PHYSICAL REQUIREMENTS - see *Key N, O, F,C,R   |              |  |          |   |            |
|---|--------------|--|----------|---|------------|
| General Demands   |              | Sensory Demands  |          | Other Demands   |            |
| <b>Neck Movement</b><br>(looking up, down, sideways)  | <b>F</b>     | <b>Sight</b><br>Use of sight as an integral part of task performance eg. Dark, fine detail                             | <b>C</b> | Meeting Deadlines   | <b>C</b>   |
| <b>Reaching</b><br>(above shoulder height, forward/side extended)   | <b>O</b>     | <b>Sight</b><br>Ability to discriminate between colours  | <b>O</b> | Conflict Resolution   | <b>O</b>   |
| <b>Hand/Arm Movements</b><br>(stacking, reaching, mopping, tool use)  | <b>O</b>     | <b>Hearing</b><br>Effective hearing ability as an integral part of task performance                                    | <b>C</b> | Sitting for extended periods  | <b>C</b>   |
| <b>Bending/Twisting</b><br>(forward/ backward bending or twisting at waist)   | <b>O</b>     | <b>Smell</b><br>use of smell senses as an integral part of task performance  | <b>N</b> | Dealing with people   | <b>F</b>   |
| <b>Kneeling/Squatting</b>   | <b>O</b>     | <b>Balance</b>   | <b>N</b> | Underground Work  | <b>N</b>   |
| <b>Leg Movements</b> (operate machinery)  | <b>O</b>     | <b>Environmental Factors</b>   |          | Personal Protective Equipment   | <b>O</b>   |
| <b>Standing</b> (upright without moving)  | <b>O</b>     | <b>Dust</b> (expose airborne material ie. Dust)  | <b>N</b> | <b>Radiation</b><br>Tasks involve magnetic or radiation sources   | <b>N</b>   |
| <b>Driving</b><br>(operate any mobile plant)  | <b>F</b>     | <b>Gas / Fumes</b><br>Working with gases or fumes  | <b>N</b> |   |            |
| <b>Walking</b><br>Even surfaces   | <b>O</b>     | <b>Liquids</b><br>Tasks involve working with liquids which may cause skin irritations if contact is made with the skin | <b>N</b> | <b>Manual Dexterity</b><br>Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing          | <b>C</b>   |
| <b>Walking</b><br>Uneven surfaces   | <b>N</b>     | <b>Noise</b><br>Tasks involve exposure to high noise environments, and hearing protection is required to be worn       | <b>O</b> | <b>Manual Dexterity</b><br>Gross motor hand use<br>Gripping, holding, clasping  | <b>O</b>   |
| <b>Walking</b><br>Walking while manual handling object  | <b>N</b>     | <b>Lighting</b><br>Tasks involve working in dark or visually- poor environments  | <b>N</b> | <b>Task involves working in an awkward positions</b><br>(Describe)  | <b>N</b>   |
| <b>Walking</b><br>(Up or down steep slopes)   | <b>N</b>     | <b>Temperature</b><br>Task involve working in extremes of temperature - hot or cold                                    | <b>O</b> | <b>Confined Space</b> (confined spaces work)  | <b>N</b>   |
| <b>Climbing</b> (in and out of plant)   | <b>N</b>     |  |          |   |            |
| <b>Climbing</b><br>(stairs, ladders, scaffolding)   | <b>N</b>     |  |          |   |            |
| <b>Manual Handling</b><br>Tasks involve manual handling of objects (lifting, lowering, carrying, pushing, pulling, restraining)<br>Light, Moderate, Heavy | <b>Light</b> | <b>Hazardous Substances</b><br>Tasks involve working with hazardous substances   | <b>N</b> | <b>Cardiovascular Fitness level required for position</b><br>Low (sedentary)<br>Medium<br>High (constantly on feet, repetitive physical work) | <b>Low</b> |

**18: ANNUAL REVIEW**

Each position holder shall be reviewed annually to assess performance, training needs and to identify significant changes (if any) in the position description. Assessment will be in accordance with Councils Salary System.

Further Information on the position can be obtained by contacting the Human Resource Officer at Young Shire Council on 02 63801234.