DUBBO REGIONAL COUNCIL

StateCover Mutual Limited
Local Government's Workers Compensation Insurer

Job Demand Analysis

Placement/Job Title:	Treatment Operations Coordinator
Division/Branch:	Infrastructure and Operations / Water Supply and Sewerage
Date of Assessment:	5 October 2012
Assessment Completed By:	Human Resources Advisor 4 Supervisor Treatment
Standard Hours:	7.00am to 3.00pm Monday to Friday
Variable Hours:	☑ Overtime ☑ On Call ☑ Call Outs
Breaks / Rest Periods:	30 minute lunch break

Environmental/Psychosocial Factors

The Treatment Operations Coordinator is:

- Responsible for the safety and supervision of the crew and as such has regular contact with all staff members and associated contractors.
- Required to schedule and monitor tasks in order to complete the work in the expected time frames and they may also be required to perform general labouring tasks within the crew.
- Approximately 40% of work tasks are performed within an office environment.
- Approximately 60% of tasks are field work completed on both the Water and Sewerage plants.
- Is exposed to all weather conditions and may work in uneven/sloped terrain and slippery/muddy ground surfaces (gum boots are available for use). The work area may be surrounded by water and hazards may be present. Snakes, spiders and other vermin may also be present in the vicinity of the work area.
- May be required to perform overtime and may be called out for emergency situations. However, this is only required on an intermittent basis.
- May also have to deal with complaints from members of the public and deal with these in an effective and time efficient manner.

Job Descriptions

To ensure the efficient production and treatment of potable water to Australian Water Drinking Guidelines (ADWG); and the treatment and disposal of sewage to industry best practice and DECC Licence conditions.
Supervision of the treatment team in their daily roles, enabling the provision of a safe, quality water supply and sewerage services to the Dubbo community
Please see corresponding position description for further information.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Standing		X			When supervising or inspecting worksites.
Walking		X			
Sitting			X		Driving and office work.
Climbing ladders, stairs or scaffolding		X			Climbing ladders and stairs around water and sewerage plants and reservoirs.
Bending / Stooping	X				To look into excavated areas or to inspect items at lower levels.
Squatting / Crouching	X				To review items or jobs at lower levels.
Kneeling	X				Required occasionally to do inspections.
Reaching overhead	X				Required in the office to reach for paperwork.
Reaching at waist level or below.			X		When doing office work and when driving or using the phone. Also required when loading and unloading vehicles.
Trunk Rotation		X			Occurs when doing inspections and driving vehicles.
Repetitive Forearm, hand and finger movement			X		Required when driving, when operating computers and when doing inspections.
Manual dexterity and handling			X		Required when driving and when using the notebook. Also required when loading and unloading vehicles.

Manual Handling			
	Weight:	**Frequency:**	**Comments:**
Lifting	Up to 25kg	Occasional	Lifted at various heights between floor to shoulder level, lifting fittings.
	>25kg	Rarely	Lifted at various heights between floor to shoulder level, lifting fittings. A two person lift is used where possible
Carrying	Up to 25kg	Occasional	Carried over short distances, no more than 10-20 metres, carrying fittings and parts. Wheelbarrows and trolleys (with jacks) are available for use.
Pushing / pulling	Varied	Rarely	Pushing trolley jacks transferring packed bags from storage to dosing plant.
This job falls into the light physical demands category with some job tasks that fall into the medium physical demands category.			

Tools Used		
Tool:	**Weight:**	**Comments:**
Manhole lifting device	1kg	Nil
Ladder	35kg	Used for climbing.
Various Hand Tools	2kg	Nil
Drill	5kg	Nil
Chlorine Analyser	1kg	Nil

Balance		
	Exposure to:	**Comments:**
Level ground	Yes	When doing office work.
Uneven ground	Yes	When working on job sites, when working in the bush or slanted surfaces, on dirt roads or around open trenches.
Unprotected heights or high levels	Yes	Around water and sewerage plants and reservoirs. PPE supplied.

Environmental Conditions		
	Exposure to:	**Comments:**
Inside work	Yes	Doing office work.
Outside work	Yes	When working on the job sites.
Night Work	Yes	Occasionally required.
Extreme heat	Yes	Exposure to the weather elements.
Extreme cold	Yes	
Humid or wet	Yes	
Noise	Yes	When operating equipment or when on a job site. Hearing protection is to be worn in the blower room at the water treatment plant.
Vibration	No	Not applicable.
Mechanical hazards	Yes	Working around operating machinery.
Electrical hazards	Yes	May be required to check faults and circuit breakers when called out for break downs. An electrician should be called.
Risk of burns	Yes	When working with chemicals. PPE is provided including; glasses, masks and full body overalls as required.
Radiant energy	Yes	Sun exposure.
Poor ventilation	Yes	Rarely required.
Moving objects	Yes	When encountering vehicles or traffic. Also when working around machinery.
Sharp tools	Yes	Rare.
Cluttered or slippery floors	No	Not applicable.
Elevated surfaces	Yes	When climbing ladders or working on elevated platforms.
Lighting	N/A	May encounter lighting difficulties at night.
Exposure to fumes/odours/ dusts/mists/gases	Yes	When working around the sewer and when working with treatment chemicals – Quicklime, chlorine gas, Polymer, hydrated glue, gaseous carbon dioxide, sodium

		chloride, sodium bisulphate, fluorosilic acid.
Exposure to biological hazards	Yes	Sharps and raw sewage

Sensory/Communication		
	Required:	**Comments:**
Vision	Yes	Good visual perception is required to do inspections. The worker requires the ability to communicate verbally to interact with the workers and the public.
Hearing	Yes	
Speech	Yes	
Reading	Yes	Required to do the paperwork component of the job and operate the SCADA system.
Writing	Yes	
Numerical ability	Yes	

This Job Demand Analysis has been assessed and approved by the relevant Supervisor and corresponding Manager within Dubbo Regional Council. This Job Demand Analysis will be implemented on 8 April 2013.