

Job Demand Analysis

Placement/Job Title:	Waste Contract and Collection Coordinator
Division/Branch:	Solid Waste
Date of Assessment:	23 April 2018
Assessment Completed By:	Human Resources Advisor 4 Manager Solid Waste
Standard Hours:	6.30am to 2.30pm, Monday to Friday
Variable Hours:	<input checked="" type="checkbox"/> Overtime <input checked="" type="checkbox"/> On Call <input checked="" type="checkbox"/> Call Outs
Breaks / Rest Periods:	Standard morning tea/lunch break

Environmental/Psychosocial Factors

The Waste Contract and Collection Coordinator is:

- Responsible for the safety and supervision of the crew and as such has regular contact with all staff members and associated contractors.
- Approximately 45% of time is spent in the office environment.
- Approximately 55% of time is spent in the field of which 50% of this time is driving.
- Required to schedule and monitor tasks in order to complete the work in the expected time frames.
- 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, rubbish 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.
- Will also have to deal with complaints from members of the public and deal with these in an effective and time efficient manner.

Job Descriptions

The Waste Contract and Collection Coordinator coordinates the day to day resources requirements in order to ensure efficient collection of garbage, food and garden waste, and recycling. This includes:

- Coordination of the schedule of food and garden waste collections across the area, garbage collection in the former Wellington area, the provision of all services provided by the waste contractor, the activities of all other contractors such as cleanup contractors.
- Ensuring that the Transfer Stations are maintained and bins emptied in conjunction with the landfill staff and contractors.
- Sourcing and supervision of required resources – plant, labour, materials.
- Customer liaison.

Please see Position Description for further information.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Standing			X		Required when undertaking field work.
Walking			X		Walking to the job site via paddocks may sometimes be required and this may include access via a barb wire fence, walking on uneven, sloped, slippery and muddy ground surfaces.
Sitting			X		An ergonomic chair is available for use in the office setting. Driving garbage truck and ute.
Climbing ladders, stairs or scaffolding		X			Required to climb in and out of garbage truck.
Bending / Stooping			X		Repetitive and/or prolonged bending to ground level may be required when inspecting garbage bins and transfer stations.
Squatting / Crouching		X			Repetitive and/or prolonged squatting/crouching may be required when inspecting transfer stations.
Kneeling		X			Rarely required.
Reaching overhead		X			Rarely required.
Reaching at waist level or below.			X		Bilateral upper limb reach is required operating computer. Also required when driving ute and garbage truck.
Trunk Rotation		X			Intermittent twisting may be required when working above

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
					head level, when monitoring movement of objects and to assist with visibility.
Repetitive Forearm, hand and finger movement			X		Bilateral fine motor actions are required for computer use, manual writing, hand tool use. It should be noted that tasks can be located from ground to above head level.
Manual dexterity and handling			X		Bilateral upper and lower limb actions are required to access terrain/work areas, to clear surrounds
Manual dexterity and handling		X			Manual handling (lifting/carrying) of items over uneven ground surfaces may also be required.

Manual Handling			
	Weight:	Frequency:	Comments:
Lifting	10 -25kg	Frequently	Includes lifting equipment, tools and orphan waste. Lifting is generally from ground to shoulder level.
	50kg +	Rarely	Includes the lifting of orphan waste ie. Lounges, fridges on Council cleanups. A team lift is used where possible or contractor is used.
Carrying	10-25kg	Occasional	Carrying of equipment, tools and materials over short distances may be required on an intermittent basis.
Pushing/Pulling	Varied	Occasional	Upper limb push/pull actions are required when moving bins.

Tools Used		
Tool:	Weight:	Comments:
Chainsaw	6kg	N/A
Axe	2kg	N/A
Shovel/Matic	2kg	May be used rarely to dig and move a variety of substances such as dirt, mud and gravel.
Broom	2kg	May be used rarely to clear rubbish as required.
Air powered tools	2kg	Use of air powered and hand tools may be used only if trained in the use of such tools.
Various hand tools	1kg	An assortment of hand tools may be used on rare occasions.
Hand saw	1kg	May be used rarely to clear branches.
Welder	5kg	N/A
Generator	8kg	Small portable generator-rarely used

Balance		
	Exposure to:	Comments:
Level ground	Yes	When working in the office environment.
Uneven ground	Yes	When undertaking field work such as transfer stations, Council cleanups and CRMs.
Unprotected heights or high levels	No	Not required.

Environmental Conditions		
	Exposure to:	Comments:
Inside work	Yes	When working in the office environment and whilst driving.
Outside work	Yes	Constantly in and out of vehicles all day for field work.
Night Work	Yes	Shifts commence in the early hours of the morning.
Extreme heat	Yes	The worker may be exposed to the environment when performing labouring tasks and is often working around water.
Extreme cold	Yes	
Humid or wet	Yes	
Noise	Yes	Plant machinery and air powered tools are used at times.
Vibration	Yes	Vibration is experienced when using the drills.
Mechanical hazards	Yes	The worker has to be aware of surrounding traffic at times and plant machinery.
Electrical hazards	Yes	Need to be aware of overhead powerlines and electrical hazards in the office and field works.
Risk of burns	No	N/A
Radiant energy	No	Not applicable.
Poor ventilation	No	Not applicable.
Moving objects	Yes	Includes plant, machinery and general traffic flow.
Sharp tools	Yes	May be required to use at times.
Cluttered or slippery floors	Yes	The ground surface is sometimes wet, muddy and slippery.
Elevated surfaces	No	Not applicable.
Lighting	Yes	Shifts commence in the early hours of the morning.
Exposure to fumes/odours/dusts/mists/gases	Yes	The worker may be exposed to dusts and fumes when removing rubbish from transfer stations.or around vehicles.
Exposure to biological hazards	Yes	Sharps, chemicals, oils and acids in waste disposal.

Sensory/Communication		
	Required:	Comments:
Vision	Yes	Visual perception is required when operating hand tools and when working within the team to identify hazards. This may involve twisting the neck to gain visual information.
Hearing	Yes	General liaison with other workers and for vehicle movements.

Speech	Yes	General liaison with other workers, customers and contractors.
Reading	Yes	Completion of paperwork as required.
Writing	Yes	Completion of paperwork as required.
Numerical ability	Yes	Counting is required. Use of Spreadsheets
Computer	Yes	High level of use of Computer.

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 23 April 2018.