

Job Demand Analysis

Placement/Job Title:	Showgrounds Operations Coordinator
Division/Branch:	Economic Development and Business / Saleyards and Showgrounds
Date of Assessment:	06 February 2019
Assessment completed by:	Ross McCarthy
Standard Hours:	7.00am – 4.00pm Monday – Friday
Variable Hours:	X <input type="checkbox"/> Overtime <input type="checkbox"/> On Call <input type="checkbox"/> Call Outs
Breaks / Rest Periods:	1 Hour lunch break

Environmental/Psychosocial Factors

The Showgrounds Operations Coordinator is based at the Dubbo Showground and:

Approximately 50% of work tasks are performed within an office environment.

- This involves for managing facility enquires and bookings, and providing well maintained facilities to commercial and community organisations including National, State and local events and conferences.
- Managing venue hire (casual and long term) at the Dubbo and Wellington Showgrounds, including all legal, regulatory, WH&S and contract requirements
- Liaising with facility users to build positive stakeholder relationships and achieve positive outcomes for the facility, users and Council
- Acting as the key contact for users and negotiations of Event Agreements.
- Providing showground services and facilities in accordance with signed agreements with event organisers, ensuring all services and facilities are ready and functional prior to the commencement of the event.
- Interpret customer/client requirements and meet those requirements within policy/procedure framework.
- Is required to work autonomously and in a team.

Balance of time is :

- Supervision and assisting staff performing works in the workshop or within the external grounds of the showground. This includes maintenance and construction of stock housings for events, event set up and pull down, slashing paddocks, mowing lawns, emptying bins, irrigating, cleaning the pits, screens and crush, welding, cleaning toilets, spraying and occasional stock handling.

- From time to time required to operate a variety of machinery and tools including but not limited to side by side ATV, forklift, skid steer loader, irrigator, commercial ride on mower, whipper snipper, drill, welder, grinders, mobile welding trailer and other hand tools (hammer, spanner, wench, screwdriver).
- Majority of mechanical work is completed within the grounds of the Showgrounds. At the Showgrounds, the Coordinator will be exposed to environmental conditions including: all weather conditions, uneven/sloped terrain and slippery/muddy ground surfaces may also be traversed at times. Snakes (unlikely) and spiders may also be present in the vicinity of the work area.
- Is required to work with stock including sheep, cattle, horses and dogs.
- Significant amounts of walking will be required on site at times at both Wellington and Dubbo locations

Job Descriptions

This position is responsible for all matters pertaining to the co-ordinations and showgrounds both Dubbo and Wellington. 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		Standing is required when performing inspections.
Walking			X		Constant walking is required on site to inspect all aspects of the submission.
Sitting				X	Sustained sitting is required at the workstation and when driving.
Climbing ladders, stairs or scaffolding			X		Climbing stairs is required to enter/exit the Central Administration Building.
Bending / Stooping		X			Bending and stooping is required to inspect site. For example, examining animal pens or livestock.
Squatting / Crouching		X			Squatting/crouching may be required when performing inspections. For example, inspecting animal pens, effluent sites and environmental controls.
Kneeling	X				Kneeling is required on site when inspecting the job.
Reaching overhead	X				Rarely.
Reaching at waist level or below.			X		Forward reaching is required when driving and carrying the inspection tools (e.g. clipboard, pen, work tablet, etc.) when onsite. Forward reaching is also required when typing and mousing. Forward reaching is required to be sustained over an extended timeframe.
Crawling	X				Rarely.
Trunk Rotation		X			Cervical spine rotation is required when referring to hard documentation at the workstation, when driving, operating plant and pen / yard building
Repetitive Forearm, hand and finger movement	X				Gross motor movements of the upper limbs are required when operating a vehicle. / plant item
Manual dexterity and handling				X	Manual dexterity is constantly required to perform office based tasks, open and

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
					close gates and also when recording information while performing inspections.

Manual Handling			
	Weight:	Frequency:	Comments:
Lifting	=/<5kg	Frequent	Lifting of items of 5kg and below occurs frequently. Lifting occurs from waist to waist level. Postures are symmetrical and neutral when lifting.
	>20kg	Rarely required	The Showground Coordinator may be required to lift greater than 20kg when lifting work equipment and building pens / stables. Lifting occurs from ground to waist level and performed in sustained awkward postures.
Carrying	=/<5kg	Frequent	Is required to carry small items and hand tools around site.
	>20kg	Rarely required	Carrying is performed bilaterally and between ground and waist level. Carrying is also performed with more than one person. Awkward postures are sustained when carrying loads greater than 20kg.
Pushing and pulling		Rarely required	Horizontal pushing and pulling is required to drive a vehicle.
The role of the Showground Coordinator predominantly meets the requirements of the Sedentary work physical demands category.			

Tools Used		
Tool:	Weight:	Comments:
A variety of hand tools may be used on occasion:		These are operated using the hands. They usually weigh less than 2kg and may involve repetitive upper extremity movements.
Camera	Usually less than 2kg	
Tools		
Other items / tools available in the workplace:	>2kg	Mechanical aids used to assist hazardous manual tasks vary across different locations where required.
A variety of hand tools may be used on occasion:		These are operated using the hands. They usually weigh less than 2kg and may involve repetitive upper extremity movements.
Spanner	Usually less than 2kg	
Screwdriver		
Files		
Chisels		
Hacksaws		
Hammers		
Rake		
Broom		
Shovel	6kg	Weight varies dependant on load.
Air tools:		The Showground Maintenance Officer uses impact wrenches, electrical grinders and welders. These could weigh up to 3-4 kg. These are used in awkward body positions and may involve sustained positions.
Electrical grinders		
Welders		
Cut off Saw		
Other items / tools available in the workplace:		These are used to assist with manual handling tasks.

Tools Used		
Tool:	Weight:	Comments:
Wheelbarrow		
Skid Steer Loader	Yes	
Forklift	Yes	
Side by Side ATV	Yes	

Balance		
	Exposure to:	Comments:
Level ground	Yes	When performing office based tasks.
Uneven ground	Yes	When working within the grounds of the Showground
Unprotected heights or high levels	No	NA

Environmental Conditions		
	Exposure to:	Comments:
Inside work	Yes	When performing maintenance and construction tasks within the pavilions and when working in the office.
Outside work	Yes	When performing maintenance tasks within the Showground.
Night Work	Yes	As required for functions ie. Bar operation or after hours inspections
Extreme heat	Yes	Exposed to all weather elements.
Extreme cold	Yes	
Humid or wet	Yes	
Noise	Yes	When operating the machinery including fork lift, skid steer loader, mower. During large functions – PA systems.
Vibration	Yes	When operating the machinery including forklift, skid steer load or ATV or mower.
Mechanical hazards	Yes	Exposure to moving parts and heavy parts and unpredictable animals.
Electrical hazards	Yes	Exhibitors at the showground connecting to power. Large functions such as the Dubbo Show put pressure on electrical systems with the potential to overload system.
Risk of burns	Yes	When performing welding tasks.
Radiant energy	Yes	Sun exposure and when performing welding tasks.
Poor ventilation	No	Working outdoors and workshop provides natural ventilation.
Moving objects	Yes	Exposure to moving vehicles and unpredictable animals.
Sharp tools	Yes	Tools
Cluttered or slippery floors	Yes	May be encountered in the workshop, stock pens and pavilion areas.
Elevated surfaces	Yes	Forklift can be fitted with a man basket to lift into high areas.
Lighting	Yes	Natural light exposure
Exposure to fumes/odours/ dusts/mists/ gases	Yes	Exposure to chemicals when weed spraying, exposure to urine and manure fumes. Exposure to dust.
Exposure to biological hazards	Yes	Exposure to deceased and or diseased stock. Exposure to sharps.

Sensory/Communication		
	Required:	Comments:
Vision	Yes	Vision is required when performing computer based and administrative duties. Vision is also required when driving to/from site, when performing inspections and when undertaking mechanical tasks.
Hearing	Yes	General liaison with workers, contractors, clients and management is required and the Showground Coordinator also needs to be aware of surrounding traffic, plant and equipment when on site.
Speech	Yes	General liaison with other workers, contractors, management and members of the public is required.
Reading	Yes	Completion of paperwork as required.
Writing	Yes	Completion of paperwork as required, large amount of key board work required at times.
Numerical ability	Yes	Used for reporting purposes.

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 6 February 2019.