

Job Demand Analysis	
Placement/Job Title:	Ground and Building Maintenance Officer
Division/Branch:	Culture and Economy / Regional Experiences
Date Of Assessment:	19/10/2015
Assessment Completed By:	Human Resources Advisor 1 Operations Supervisor
Standard Hours:	7:30am to 11:30am Monday to Friday
Variable Hours:	<input checked="" type="checkbox"/> Overtime <input type="checkbox"/> On Call <input type="checkbox"/> Call Outs
Breaks / Rest Periods:	1 hour break
Environmental/Psychosocial Factors	
<ul style="list-style-type: none"> The Ground and Building Maintenance Officer attends to maintenance works and cleaning tasks. This can include minor maintenance works such as unblocking a toilet, changing light globes, and installing paper towel device as well as cleaning tasks such as refilling toilet paper and paper towel in the bathrooms, mopping, vacuuming and dusting. It also involves maintenance and up keep on the lawns and gardens. Floor surfaces are generally carpeted in the office environments, tiled or linoleum in the bathroom areas and the kitchen flooring is linoleum/tiled. The work environment is in and around the Old Dubbo Gaol. The Cleaning and Ground Maintenance Officer works mostly outdoors. The Cleaning and Ground Maintenance Officer commences early in the morning when the venue is closed and sometimes finishes when the venue is closed. The Cleaning and Ground Maintenance Officer completes his duties at times when there are few or no other people around. 	
Job Descriptions	
<p>This position is responsible for ensuring clean and tidy buildings and grounds at the Old Dubbo Gaol and assisting with preparation of venues for hire and general maintenance duties.</p> <p>Please see corresponding position description for further information.</p>	

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Standing				X	Stands in static positions for short periods of time. Most tasks performed when standing involve dynamic weight shifting and stepping.
Walking				X	Intermittent or continuous walking ongoing to different tasks. Intervals vary. Walks on

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
					varied surfaces throughout the work shift.
Sitting	X				Occasional on short breaks but usually between jobs sites.
Crawling	X				Crawling is required to reach difficult areas. For example, roof cavities and under workstations.
Climbing ladders, stairs or scaffolding		X			Climbing of ladders is required for general maintenance and exhibition installation.
Bending/ Stooping			X		May occur when cleaning over/ around / under furniture, surfaces and counters. Intermittent but regular bending occurs when emptying rubbish bins, vacuuming, mopping.
Squatting/ Crouching		X			Cleaning lower levels including bathrooms, toilets, vacuuming, skirting boards. May kneel or bend alternatively.
Kneeling		X			To clean very low surfaces e.g. around the back of an S bend in the toilet.
Reaching overhead			X		Reaching overhead occurs in a standing position. It is often associated with lifting above head height such as cleaning high cupboards and doorway frames. Reaching overhead is also required when working from a ladder. For example, changing a light globe.
Reaching waist level/below waist level				X	Most tasks require forward reaching; constantly to 45-60 degrees, or frequently to 90 degrees for wet and dry dusting and polishing.
Trunk Rotation		X			May twist when mopping, sweeping, vacuuming, cleaning under surfaces, furniture or toilets. Some areas may have restricted space and may require twisting, however may also be subject to individual practice.
Repetitive forearm, hand and				X	Gross motor movements of the upper limbs are required For cleaning actions such as dusting,

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
finger movements					polishing, vacuuming, sweeping and mopping. This is also required when attending to maintenance tasks to manipulate tools and equipment and exert push and pull forces.
Manual dexterity and handling				X	Bilateral manual dexterity and handling is associated with cleaning and maintenance tasks. Frequent grasping of equipment and tools, for example, brooms, mops, vacuum handles and drills as well as the manipulation of screws and bolts. Unilateral pincer grip occurs with the use of trigger containers.
Lawn mowing		X			Regular mowing of lawns using mower and whipper snipper.

Manual Handling			
	Weight:	Frequency:	Comments:
Lifting	1-15kg	Occasional	<u>Floor to waist/shoulder</u> <ul style="list-style-type: none"> • Bucket 1/3 filled with water and cleaning agent for mopping. • Light items from storage/worksite floor. • Small waste paper bins/bigger rubbish bins. • Vacuum pack. • Tools. <u>Waist to waist</u> <ul style="list-style-type: none"> • Cleaning equipment from bench to trolley for heavier chemicals/ cleaning agents. • Tools. <u>Waist to shoulder</u> <ul style="list-style-type: none"> • Accessing cleaning supplies from shelving. • Tools. <u>Overhead</u> <ul style="list-style-type: none"> • Never required. <p>Medium physical demand category.</p>

Carrying	Up to 10kg	Constant	<ul style="list-style-type: none"> Carrying vacuum pack on back. Bilateral handling required for most job tasks. Full rubbish bags over a 10m distance. Buckets Cleaning supplies. Tools. <p>Carrying is reduced by the use of transport trolleys and cleaning trolleys.</p> <p>Medium physical demand category.</p>
Pushing/Pulling	Up to 20kg	Frequent	<p>Required to push and pull:</p> <ul style="list-style-type: none"> Lawn mower and whipper snipper. Vacuum, sweep, brush and mop. Furniture to clean under / behind it. To open / close doors. Cloths across surfaces. <p>Medium physical demand category.</p>

Tools Used		
Tool:	Weight:	Comments:
Buckets	5-8kg	Up to 5kg-8kg dependent on water level required.
Brooms	3-4kg	Can vary with different types of sweeping brushes available at various sites.
Vacuum cleaner	5kg	Needs to be carried around the site to get to carpeted areas
Dust pans		Nil.
Mops	2-4kg	Nil.
Cloths	<100 g	Nil.
Cleaning products	Between 500ml-5L	Variable up to 5L.
A variety of hand tools may be used on occasion:		
Spanner	Usually less than 2kg	These are operated using the hands. They usually weigh less than 2kg and may involve repetitive upper extremity movements.
Screwdriver		
Drill		
Chisels		
Hacksaws		

Tools Used		
Tool:	Weight:	Comments:
Hammers		
Other items / tools available in the workplace:		
Lawn Mower	50kg	
Whipper snipper	10kg	

Balance		
	Exposure to:	Comments:
Level ground	Yes	Nil.
Uneven ground	No	Nil.
Unprotected high levels	Yes	When working on a ladder.

Environmental Conditions		
	Exposure to:	Comments:
Inside work	Yes	When working in the office and performing cleaning and maintenance tasks.
Outside work	Yes	Some maintenance tasks are required outdoors.
Night Work	Yes	Required to clean at venues after they are closed for the day.
Extreme heat	Yes	Exposure to weather elements.
Extreme cold	Yes	
Humid or wet	Yes	
Noise	No	Nil.
Vibration	Yes	Floor polisher. When using mechanical tools such as drill.
Mechanical hazards	Yes	Exposure to moving parts and heavy parts.
Electrical hazards	Yes	When using tools.
Risk of burns	Yes	When using cleaning chemicals.
Radiant energy	Yes	Sun exposure.
Poor ventilation	Yes	Exposure to poor ventilation occurs occasionally.
Moving objects	Yes	Encounters moving parts on a regular basis.
Sharp tools	Yes	The workers use saws.
Cluttered or slippery floors	Yes	When cleaning cluttered spaces; mopping floors.
Elevated surfaces	Yes	When working on the ladder.
Cluttered or slippery floors	Yes	May be encountered in the office or other Dubbo City Council facilities.
Elevated surfaces	Yes	When working on the ladder.
Lighting	Yes	When working early morning or night shifts employees are walking in the dark from car to venue.
Exposure to fumes/odours/	Yes	Cleaning bathrooms. Cleaning chemicals.

Environmental Conditions		
	Exposure to:	Comments:
dusts/mists/gases		
Exposure to biological hazards	Yes	Sharps and raw sewage

Sensory/Communication		
	Required:	Comments:
Vision	Yes	The ability to see details at close range (within a few feet of the observer).
Hearing	Yes	Receive instruction. Work Health Safety requirements.
Speech	Yes	Talking to others to convey information effectively.
Reading	Yes	Understanding written sentences and paragraphs in work related documents.
Writing	Yes	Communicating effectively in writing.
Numerical ability	No	Nil.

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 19 October 2015.