

Job Demand Analysis

Placement/Job Title:	Natural Resources Officer
Division/Branch:	Liveability / Operations
Date of Assessment:	24 October 2012
Assessment completed by:	Azaria McGillivray Occupational Therapist The Procure Group
Standard Hours:	7.00am to 4.00pm: Monday – Friday 7.00am – 3.30pm: Every second Thursday Nine day fortnight
Variable Hours:	<input checked="" type="checkbox"/> Overtime <input type="checkbox"/> On Call <input type="checkbox"/> Call Outs
Breaks / Rest Periods:	30 minute lunch 10 minute morning tea

Environmental/Psychosocial Factors

The Natural Resources Officer is based at the Depot and:

- Approximately 40% of work tasks are performed within an office environment. This includes computer and telephone tasks and involves developing official enforcement correspondence to local farmers, reporting requirements, responding to complaints, developing educational materials and managing the weekly works schedule.
- Approximately 60% of tasks are performed in the chemical shed and in the field. This includes restocking the chemical shed, property inspections, road side inspections, native bush land inspections, spraying, signage and the removal of pests (birds).
- Is responsible for the management and control of noxious weeds and pests within the Dubbo Regional Council.
- Is responsible for the scheduling of the weekly works.
- Is accountable for the safety of the local community and natural environment when performing spraying tasks.
- Is accountable for the safe storage of cautious and dangerous chemicals.
- Is responsible for the currency of Standard Operation Procedures and Safety Work Method Statements.
- Is required to schedule 315 property inspections per year.
- In the field the Natural Resources Officer 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 and spiders may also be present in the vicinity of the work area.
- Is governed by Pesticides Act 1999 and Department of Primary Industries Weed Action Plan.
- Is responsible for the enforcement of the Pesticides Act 1999
- Is required to work autonomously and in a team situation.

- Maybe required to work at night to complete spraying tasks, eradicate pests (birds) and install and remove advertising community banners.
- May at times be required to travel to remote locations with limited phone service.
- 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

The Natural Resources Officer is to assist the Community and Recreation Operations in providing beneficial and cost efficient weed/pest management and biosecurity functions to the Local Government area of Dubbo Regional Council.

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		Frequent standing is constantly required when performing inspections and spraying tasks. Static standing is required on inclined surfaces.
Walking				X	Constant walking is a requisite of performing inspection and spot spraying tasks. Walking usually occurs on uneven terrain including river banks, road side cuts, bush and farms.
Sitting				X	Sustained sitting is required at the workstation and when driving to/from farm and field sites. Sustained sitting is required when performing blanket spraying tasks from the automatic spray unit.
Climbing ladders, stairs or scaffolding		X			Climbing onto the utility tray is required to access and prepare the spray unit. Climbing up the utility tray is required to access notification sign on top of utility.
Bending / Stooping		X			Bending and stooping is required to reach awkward areas. Bending and stooping can be adopted in a sustained static position over an extended period of time. For example, restocking the chemical shed. Bending and stooping can also be required on a repetitive basis. For example, inspecting native bushland areas following a spray.
Squatting / Crouching		X			Squatting and crouching is required to reach awkward areas. Squatting and crouching can be adopted in a sustained static position over an extended period of time. For example, restocking the chemical shed and collecting bird traps.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Kneeling		X			Static kneeling is required to perform tasks at ground level. For example, conducting weed inspections.
Reaching overhead		X			Reaching overhead occurs in a standing position. It is often associated with lifting above head height. Working above head height is also required when performing tasks on an elevated scissor lift. For example, installing and removing community advertising banners. Reaching overhead is associated with heavy force when installing temporary road signs.
Reaching at waist level or below.				X	Forward reaching is required when driving and performing computer based tasks. Reaching at or below waist level is constantly required when performing manual spraying tasks and operating the laser gun. Forward reaching is usually required over a sustained extended timeframe.
Crawling	X				Crawling is required to reach difficult areas. For example, the back of the chemical storage shelves.
Trunk Rotation			X		Whole trunk rotation is required to perform manual spraying tasks. Trunk rotation is required to be adopted in a sustained posture and also performed repetitively. Cervical spine rotation is required when driving.
Repetitive Forearm, hand and finger movement				X	Gross motor movements of the upper limbs are required when operating a vehicle. Gross motor movement is also required when attending manual spraying duties, restocking the chemical shed mixing herbicides and to exert push and pull forces. Bilateral fine motor movements are required to for computer operation and to operate the automatic spray unit.
Manual dexterity and handling			X		Bilateral manual dexterity and handling is associated with inspecting and spraying tasks. Frequent grasping of manual spray unit as well as the manipulation of chemical lids is required.

Manual Handling			
	Weight:	Frequency:	Comments:
Lifting	=/<25kg	Frequent	Lifting of items of 25kg and below occurs frequently. Lifting occurs through a variety of ranges from floor to shoulder level. Frequently used items chemicals are located on shelving between waist to chest height to avoid lifting in awkward postures, however lifting can be associated with awkward postures of bending/stooping and squatting/crouching.

			Lifting is required to restock the chemical shed and install temporary road signs. Items include chemical bags approximately 15-20kg, road signs and bird traps Lifting can occur on a repetitive basis.
	>25kg	Rare	Lifting greater than 25kg rarely occurs due to the availability of forklifts and cranes.
Carrying	=/<25kg	Frequent	Carrying of items of 25kg and below occurs frequently. Carrying occurs on even surfaces and over a distance of approximately 20m. For example, chemical bags in the chemical shed. Carrying can also occur on uneven surfaces and over prolonged distance. For example the manual backpack spray unit. Carrying can occur bilaterally, unilaterally and on the back. Lifting is required to restock the chemical shed and perform spot spraying with the manual spray unit. Carrying can occur on a repetitive basis and can be sustained over a prolonged period of time.
	>25kg	Rare	Lifting greater than 25kg rarely occurs due to the availability of forklifts and cranes and use of the automated spray unit.
Pushing and pulling	=/<25kg	Occasional	Horizontal pulling is required to lengthen the hose from the automated spray unit. The hose is approximately 150m in length. Vertical pushing and pulling is required to use the post dolly to install the temporary road signage. This is associated with exertive force.
	>25kg	Rare	Pushing and pulling greater than 25kg in force is rarely required due to the availability of mechanical aids.
The role of the Natural Resources Officer predominantly meets the requirements of the medium physical demands category with the office tasks meeting the requirements of the Sedentary work category.			

Tools Used		
Tool:	Weight:	Comments:
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		
Bolts		
Hammer		
Other items / tools available in the workplace:		
Forklift	N/A	These are used to assist with manual handling tasks.
Crane	N/A	
Cherry Picker	N/A	
Spray Pack	5kg	Lifted onto back, usually using a two handed motion. This procedure involves rotation of the spine. The pull of the backpack straps over the shoulders could place strain on the neck and shoulders when carried for prolonged periods, especially when associated with looking down.

Balance		
	Exposure to:	Comments:
Level ground	Yes	When performing office based tasks and working in the chemical shed.
Uneven ground	Yes	When working in the field.

Unprotected heights or high levels	Yes	When installing and removing community advertising banners (Cherry Picker)
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Environmental Conditions		
	Exposure to:	Comments:
Inside work	Yes	When working in the office and chemical shed.
Outside work	Yes	When working in the field.
Night Work	Yes	Occasionally only.
Extreme heat	Yes	Exposure to weather elements
Extreme cold	Yes	
Humid or wet	Yes	
Noise	Yes	When operating the automated spray unit.
Vibration	Yes	When driving the utility.
Mechanical hazards	Yes	Exposure to moving parts and heavy parts.
Electrical hazards	No	NA
Risk of burns	Yes	When working with chemicals.
Radiant energy	Yes	Sun exposure.
Poor ventilation	Yes	Exposure to poor ventilation occurs occasionally when working in the chemical shed.
Moving objects	Yes	Encounters moving parts on an occasional basis.
Sharp tools	No	Knives
Cluttered or slippery floors	Yes	May be encountered in the office, chemical shed or out in the field.
Elevated surfaces	Yes	When working on the Cherry Picker.
Lighting	N/A	Lighting is usually sufficient but is not always sufficient on a dull day.
Exposure to fumes/odours/dusts/mists/gases	Yes	When working in the chemical shed and performing spraying tasks. I.e. Round up, powdered chemicals, trimac etc.
Exposure to biological hazards	Yes	When working in the chemical shed and performing spraying tasks. Includes use of rust, beetles, insects etc in controlling various weeds and pests.

Sensory/Communication		
	Required:	Comments:
Vision	Yes	Vision is required when performing computer based and administrative duties. Vision is also required when driving to/from field locations, when performing inspections and when undertaking spraying tasks.
Hearing	Yes	General liaison with colleagues, management and the community is required and the Natural Resources Officer also needs to be aware of surrounding traffic and pedestrians when performing spraying tasks.
Speech	Yes	General liaison with colleagues, management and the community is required
Reading	Yes	Completion of paperwork as required.
Writing	Yes	Completion of paperwork as required.
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 8 April 2013.