

Job Demand Analysis

Placement/Job Title:	Facilities Team Leader
Division/Branch:	Organisational Performance
Date of Assessment:	24 October 2012
Assessment completed by:	Azaria McGillivray Occupational Therapist The Procure Group
Standard Hours:	6:00am – 3:00pm; Monday – Friday
Variable Hours:	<input checked="" type="checkbox"/> Overtime <input checked="" type="checkbox"/> On Call <input checked="" type="checkbox"/> Call Outs
Breaks / Rest Periods:	1 hour lunch 15 minute morning tea

Environmental/Psychosocial Factors

The Facilities Team Leader is based at the Central Administration Building and:

- Approximately 50% of work tasks are performed within an office environment. This includes computer and telephone tasks and involves the following; emails, managing invoices, ordering stock and dealing with complaints.
- Approximately 50% of tasks are performed at multiple Dubbo Regional Council Building sites and involves attending 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.
- Oversees the cleanliness and maintenance of the Dubbo Regional Council Buildings including Central Administration Building, Water Treatment Depot, Library, Visitors Information Centre, Airport, Tip, Hawthorne Street Depot and the Showground.
- Is responsible for the safety and supervision of the cleaners and as such has regular contact with all staff members and associated contractors.
- Is required to co-ordinate, schedule and monitor cleaning duties in order to complete the work in the expected time frames and maintain a high quality of cleanliness.
- Is responsible for the supply and delivery of cleaning and hygiene products to Dubbo Regional Council Buildings.
- Is accountable for current and updated Standard Operation Procedures (SOP) and MSDS.
- Is required to work autonomously and within a team environment.
- While most cleaning tasks are completed by the cleaners the Facilities Team Leader is frequently called out to Dubbo Regional Council Buildings to emergency cleaning or maintenance tasks. Minor repairs may be done on the spot.
- The Facilities Team Leader may be required to perform overtime, and may be called out for emergency

situations. However, this is only required on an occasional basis.

Job Descriptions

This position is responsible for all matters pertaining to the cleanliness and maintenance of Dubbo Regional Council facilities.

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		Is frequently required when attending to maintenance works and cleaning tasks.
Walking				X	Is performed constantly when performing maintenance and cleaning tasks at facilities.
Sitting				X	Sustained sitting is required at the workstation and when driving to/from Dubbo Regional Council facilities.
Climbing ladders, stairs or scaffolding			X		Climbing of stairs is required to access the different floor levels within the Central Administration Building. Climbing of ladders is required to access the roof cavity and change light globes.
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 and can also be required on a repetitive basis.
Squatting / Crouching		X			Squatting and Crouching is required to reach awkward locations and to perform tasks at ground level. Squatting and crouching can be performed in a sustained static position over an extended period of time and can also be required on a repetitive basis.
Kneeling		X			Kneeling is required to reach awkward locations and to perform tasks at ground level. For example, attending to maintenance or cleaning task under a workstation.
Reaching overhead		X			Reaching overhead occurs in a standing position. It is often associated with lifting above head height. Reaching overhead is also required when working from a ladder. For example, changing a light globe.
Reaching at waist level or below.				X	Forward reaching is required when driving and performing computer based tasks. It is also required when transporting cleaning products. Sustained forward reaching is required

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
					over an extended timeframe.
Crawling	X				Crawling is required to reach difficult areas. For example, roof cavities and under workstations.
Trunk Rotation			X		Whole trunk rotation is required to attend to cleaning and maintenance tasks. For example, sweeping and mopping. 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. This is also required when attending to cleaning and maintenance tasks to manipulate tools and equipment and exert push and pull forces. Bilateral fine motor movements are required to for computer operation.
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 and drills as well as the manipulation of screws and bolts.

Manual Handling			
	Weight:	Frequency:	Comments:
Lifting	≤/ <25kg	Occasional	Lifting of items of 25kg and below occurs occasionally. Lifting occurs through a variety of ranges from floor to overhead level. Frequently used items are located from waist to chest height to avoid lifting in awkward postures. Lifting is required to unload cleaning and hygiene products. Items include toilet rolls, paper towel, cleaning products, and shredded paper.
	>25kg	Rare	Lifting 25kg and above is rarely required to attend to cleaning and maintenance tasks.
Carrying	≤/ <25kg	Occasional	Carrying of items 25kg and below occurs occasionally. Carrying can involve stairs and ladders. Carrying usually involves light items including tools, cleaning equipment and chairs. Carrying is reduced by the use of transport trolleys and cleaning trolleys.
	>25kg	Rare	Carrying greater than 25kg is rarely required due to the availability of trolleys.
Pushing and pulling	≤/ <25kg	Occasional	Horizontal pushing and pulling is required when attending to cleaning tasks. For example, operating the vacuum cleaner and using the cleaning trolley. Horizontal pushing and pulling is also required to take out the bins.

			This involves pushing and pulling on an incline. Vertical pushing and pulling is required to manipulate tools. For example, hammer and spanner.
	>25kg	Rare	Horizontal pushing and pulling above 25kg is required on a rare basis. This involves transporting the recycle bin up the ramp once per week.
The role of the Facilities Team Leader 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:		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		
Drill		
Chisels		
Hacksaws		
Hammers		
Mop		
Broom		
Other items / tools available in the workplace:		These are used to assist with manual handling tasks.
Transport trolley	N/A	
Cleaning trolley	N/A	

Balance		
	Exposure to:	Comments:
Level ground	Yes	When performing office based tasks, cleaning and maintenance tasks.
Uneven ground	No	Not required.
Unprotected heights or 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	No	Some maintenance tasks are required outdoors.
Night Work	No	Not required.
Extreme heat	Yes	Exposure to weather elements
Extreme cold	Yes	
Humid or wet	Yes	
Noise	No	Not required.
Vibration	Yes	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.

Environmental Conditions		
	Exposure to:	Comments:
Cluttered or slippery floors	Yes	May be encountered in the office or other Dubbo Regional Council facilities.
Elevated surfaces	Yes	When working on the ladder.
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 with cleaning chemicals.
Exposure to biological hazards	No	Not required.

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 quality checks and when undertaking mechanical tasks.
Hearing	Yes	General liaison with colleagues, contractors and management is required.
Speech	Yes	General liaison with colleagues, contractors and management 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.