

Job Demand Analysis

Placement/Job Title:	Aerodrome Officer
Division/Branch:	Culture and Economy / Airport Operations
Date of Assessment:	22 October 2012
Assessment completed by:	Ms Azaria McGillivray, Occupational Therapist The Procure Group
Standard Hours:	4 days per week 10 hours per day; 6:00am-5:00pm
Variable Hours:	<input type="checkbox"/> Overtime <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Call Outs
Breaks / Rest Periods:	20 minute morning tea 1 hour lunch

Environmental/Psychosocial Factors

The Aerodrome Officer is based at the depot and:

- Approximately 90% of work tasks are performed within the airport boundary. This includes boundary inspections, runway light inspections and maintenance, foreign object and debris inspections, maintain T Vassies, lawn mowing and slashing, runway line marking, irrigation, windsock inspections and maintenance, spraying, runway bitumen repair, landscaping and assisting with the secure car park.
- Approximately 10% of tasks are performed in workshop or in the Dubbo airport terminal. This includes the upkeep of machinery and Dubbo airport terminal maintenance including securing chairs, changing light globes, un-blocking bathrooms.
- Is responsible for the upkeep of the Airport grounds to ensure it continues to meet Federal and CASA safety standards.
- Is required to perform safety inspections (foreign object debris, runway light inspections, runway surface inspections on a daily basis) and adhere to the maintenance schedule.
- Majority of mechanical work is completed in the Airport boundary. Minor to moderate repairs of the boundary fence, T Vassies, windsock, runway lights and the runway repairs may be done on the spot. The Aerodrome 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.
- Bad weather including rain will limit the maintenance work able to be performed within the Airport boundary; however inspections continue to be performed.
- Is required to operate machinery including Slasher, Tractor, Ride-on Mower, Whipper-Snipper, Push Mower and Line Marker.
- Is required to work independently and autonomously for majority of the working week. The Aerodrome Officer's work schedule intersects only on Thursdays.
- The Aerodrome Officer is required to be on call during his four day working week and may need to attend

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

Job Descriptions

This position is responsible for all matters pertaining to the maintenance and repair of the Dubbo Airport grounds.

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 occasionally required to attend to aerodrome maintenance.
Walking			X		Walking is required to inspect runway quality, perform runway light inspections and maintain T Vassies. Walking occurs over even and uneven surfaces.
Sitting			X		Sustained sitting is required to identify foreign object and debris, inspect runway quality, perform runway light inspections and operate machinery (tractor, ride-on mower).
Climbing ladders, stairs or scaffolding		X			Climbing is required to ingress/egress machinery. The Aerodrome Officer may require a ladder to fix the boundary fence above shoulder height and change light globes within the terminal.
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. Bending and stopping is required to access runway lights, sprinklers located at ground level and maintain T Vassies.
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. Maintenance of the T Vassies, runway lights, runway surface and irrigation are performed at ground level.
Kneeling		X			Kneeling is required to reach awkward locations and to perform tasks at ground level. For example, maintenance of the T Vassies, runway lights, runway surface and irrigation are performed at ground level.
Reaching		X			Overhead reaching is usually performed

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
overhead					in a standing position. The Aerodrome Officer is required to perform tasks overhead when repairing the boundary fence, changing light globes and maintaining machinery. Overhead reaching can also be performed on a ladder and in a lying position (repairing machinery).
Reaching at waist level or below.				X	Forward reaching is required when operating machinery. Prolonged and sustained forward reaching is required. Forward reaching is required to operate machinery (Tractor, Ride-On Mower, Utility). Downward reaching is required to access items at ground level including runway lights, T Vassies and the runway.
Crawling					NA.
Lying	X				The Aerodrome Officer is required to adopt a lying position when maintaining machinery.
Trunk Rotation				X	Rotation of the cervical spine is required when operating machinery. Rotation through the thoracic and lumbar spine is required when performing manual tasks of shovelling, sweeping and bitumen maintenance. Trunk rotation usually occurs on a repetitive basis.
Repetitive Forearm, hand and finger movement				X	This involves manipulating tools and exerting pushing and pulling forces to do repair tasks. Bilateral gross motor movements of the upper body are required to operate machinery and performing maintenance tasks.
Manual dexterity and handling				X	Bilateral dexterity occurs constantly when handling parts and tools, fixing new globes, undoing or doing up bolts and is often associated with strong grasps and the exertion of heavy force.

Manual Handling			
	Weight:	Frequency:	Comments:
Lifting	=/<23kg	Frequent	Lifting of items of 23kg and below occurs frequently. Items regularly lifted include tools and light globes weighing up to 5kg, and items up to approximately 15kg in weight are lifting occasionally (ie, tool box). Lifting can occur unilaterally and bilaterally and is not required on a repetitive basis. Lifting occurs through a variety of ranges from floor level to overhead level but more often than not from waist to waist level or

			waist to ground level.
	>23kg	Rare	Aerodrome Officers are required to lift large paint tins from the ground to the line marker (approximately knee height).
Carrying	=/<23kg	Frequent	Frequent carrying is required of small hand tools and maintenance items such as light globes.
Carrying	>23kg	NA	NA.
Pushing and pulling	>25kg	Frequent	Horizontal pushing and pulling is required to perform lawn mowing, line marking, changing gears and vertical pushing is required to maintain windsock lights and replace the windsock. Horizontal pushing and pulling is required to be sustained over an extended period of time and performed repetitively.
The role of the Aerodrome Officer predominantly meets the requirements of the Heavy physical demands 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		
Files		
Chisels		
Hacksaws		
Hammers		
Shovels		
Rakes		
Air tools:		
Cordless drill	Usually no more than 4kg	The Aerodrome Officer is required to use tools to perform maintenance work. These could weigh up to 3-4 kg. The tools can be used in awkward postures.
Chainsaw		
Other items / tools available in the workplace:		
Tractor	N/A	These are used to assist with manual handling tasks.
Utility	N/A	

Balance		
	Exposure to:	Comments:
Level ground	Yes	Required to do paperwork tasks and working on the runway and in the Dubbo airport terminal.
Uneven ground	Yes	When working in the Airport grounds.
Unprotected heights or high levels	Yes	The workers use a cherry picker when trimming branches from trees and may work from a ladder to perform overhead tasks.

Environmental Conditions		
	Exposure to:	Comments:
Inside work	Yes	When working in the Dubbo Airport Terminal.
Outside work	Yes	When working within Airport grounds.
Night Work	Yes	Early morning start for easy identification of runway light malfunction and foreign object debris.
Extreme heat	Yes	Exposure to weather elements.
Extreme cold	Yes	
Humid or wet	Yes	

Environmental Conditions		
	Exposure to:	Comments:
Noise	Yes	When using grinders and other mechanical tools, exposure to noise from machines (tractor, ride on mower, push mower) and when air carriers arrive and depart.
Vibration	Yes	When using mechanical tools and operating machinery.
Mechanical hazards	Yes	Exposure to moving parts and heavy parts.
Electrical hazards	Yes	When using tools.
Risk of burns	No	Sun exposure.
Radiant energy	Yes	Sun exposure.
Poor ventilation	Yes	Exposure to poor ventilation occurs rarely when working indoors.
Moving objects	Yes	Encounters moving parts on a regular basis.
Sharp tools	Yes	The workers use saws.
Cluttered or slippery floors	Yes	May be encountered in the terminal or out in the airport grounds.
Elevated surfaces	Yes	When working on the cherry picker and/or 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 in / under / around machines and when spraying.
Exposure to biological hazards	Yes	Sharps.

Sensory/Communication		
	Required:	Comments:
Vision	Yes	Vision is required when identifying Foreign Object Debris, runway lights and aircraft.
Hearing	Yes	General liaison with colleagues, contractors, management and airport patrons is required. Hearing and listening for radio announcement of aircrafts is necessary.
Speech	Yes	General liaison with colleagues, contractors, management and airport patrons is required, Speech is necessary to advise of movements within Airport Grounds on the radio.
Reading	Yes	Completion of paperwork as required.
Writing	No	NA
Numerical ability	No	NA

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.