

## Job Demand Analysis

Placement/Job Title:	Waste Coordinator
Division/Branch:	Infrastructure and Operations / Solid Waste
Date of Assessment:	4 October 2012
Assessment Completed By:	Human Resources Advisor 4 Whylandra Waste Disposal Supervisor
Standard Hours:	7:45am to 5:15pm (9 hours per day)
Variable Hours:	<input checked="" type="checkbox"/> Overtime <input type="checkbox"/> On Call <input checked="" type="checkbox"/> Call Outs
Breaks / Rest Periods:	30 minute lunch

### Environmental/Psychosocial Factors

The Waste Coordinator is:

- Responsible for the safety and supervision of the crew and as such has regular contact with all staff members and associated contractors.
- Required to schedule and monitor tasks in order to complete the work in the expected time frames and they may also be required to perform general labouring tasks within the crew.
- Is exposed to all weather conditions and may work in uneven/sloped terrain and slippery/muddy ground surfaces (gum boots are available for use). The work area may be surrounded by water, rubbish and hazards may be present. Snakes, spiders and other vermin may also be present in the vicinity of the work area.
- 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

Whylandra Waste Disposal Supervisors coordinate the day to day resources requirements in order to ensure efficient processing of solid waste and recycling. This includes:

- Coordination of operations at Whylandra Landfill.
- Sourcing and supervision of required resources – plant, labour, materials.
- Customer liaison including weighbridge operation.

Please see Position Description for further information.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Standing			X		Prolonged standing is required when working in the weigh bridge.
Walking		X			Walking to the job site via paddocks may sometimes be required and this may include access via a barb wire fence, walking on uneven, sloped, slippery and muddy ground surfaces.
Sitting		X			An ergonomic chair is available for use in the office setting. However, this position requires repeated up and down movements all day for weighbridge operation.
Climbing	X				Rarely required.
Bending / Stooping		X			Bending to ground level may be required when accessing items in weighbridge
Squatting / Crouching	X				Squatting/crouching may be required when accessing items in weighbridge
Kneeling	X				Rarely required.
Reaching overhead		X			Bilateral overhead reach is required when using the two way radio and reaching higher shelves.
Reaching at waist level or below.		X			Required when operating plant and for computer data entry.
Trunk Rotation			X		Serving customers in the weighbridge which includes turning between the computer screen and the service window.
Repetitive Forearm, hand and finger movement			X		Bilateral fine motor actions are required for computer use, manual writing and hand tool use. Also required when operating plant.
Manual dexterity and handling	X				Manual handling (lifting/carrying) of items over uneven ground surfaces may also be required.

Manual Handling			
	Weight:	Frequency:	Comments:
Lifting	10 -25kg	Occasional	Includes lifting equipment, tools and materials on site. It should be noted that the loader and bobcat are used to lift heavy items.

Carrying	10-25kg	Occasional	Carrying of equipment, tools and materials over short distances may be required on an intermittent basis.
Pushing/Pulling	N/A	Never	Not required.

Tools Used		
Tool:	Weight:	Comments:
Shovel/Matic	6kg	May be used to dig and move a variety of substances such as dirt, mud and gravel.
Broom	2kg	Used to clear the road and gutters as required.
Air powered tools	2kg	An assortment of air powered and hand tools may be used including a knocker to tighten bolts, drills, hammers and saws.
Crowbar	10kg	Used to break gravel

Balance		
	Exposure to:	Comments:
Level ground	Yes	When walking on weighbridge
Uneven ground	Yes	When walking on river banks, slopes, inclines and rough/uneven ground surfaces. It should be noted that the area is also wet at times which makes the ground surface muddy and slippery.
Unprotected heights or high levels	Yes	Driving plant and machinery over built up rubbish tip hill. Steep sides are lined with an earth mound to deter driving over.

Environmental Conditions		
	Exposure to:	Comments:
Inside work	Yes	When working on the weighbridge
Outside work	Yes	The worker performs the majority of labouring tasks outside and may have to work in wet, muddy and slippery surrounds.
Night Work	Yes	Only performed in emergency situations which are rare.
Extreme heat	Yes	The worker may be exposed to the environment when performing labouring tasks. Air-conditioning is provided in the offices and in plant.
Extreme cold	Yes	The worker may be exposed to the environment when performing labouring tasks. Offices and plant have heating.
Humid or wet	Yes	The worker may be exposed to the environment when performing labouring tasks and is often working around water.
Noise	Yes	Plant machinery and air powered tools are used at times. Noise may also be encountered when vehicles are on weighbridge and the window is open.
Vibration	Yes	Vibration is experienced when operating the TANA compactor, drills and the chainsaw.
Mechanical hazards	Yes	The worker has to be aware of surrounding traffic and plant and machinery at times.
Electrical hazards	No	Not applicable

<b>Environmental Conditions</b>		
	<b>Exposure to:</b>	<b>Comments:</b>
Risk of burns	Yes	Rarely but fires do sometimes start in the tip.
Radiant energy	No	Not applicable.
Poor ventilation	No	Not applicable.
Moving objects	Yes	Includes plant machinery and general traffic flow.
Sharp tools	No	Not applicable.
Cluttered or slippery floors	Yes	The ground surface is often wet, muddy and slippery.
Elevated surfaces	Yes	Driving plant and machinery over built up rubbish tip hill. Steep sides are lined with an earth mound to deter driving over.
Lighting	No	Not applicable.
Exposure to fumes/odours/ dusts/mists/gases	Yes	The worker may be exposed to odours from waste products including asbestos. Strict guidelines are in place for disposing of asbestos.
Outside work	Yes	The worker performs the majority of labouring tasks outside and may have to work in wet, muddy and slippery surrounds.
Exposure to biological hazards	Yes	Sharps, clinical waste

<b>Sensory/Communication</b>		
	<b>Required:</b>	<b>Comments:</b>
Vision	Yes	Visual perception is required when operating hand tools and when working within the team to identify hazards. This may involve twisting the neck to gain visual information. Required for computer use.
Hearing	Yes	General liaison with other workers and the public
Speech	Yes	General liaison with other workers and the public
Reading	Yes	Completion of paperwork as required.
Writing	Yes	Completion of paperwork as required.
Numerical ability	Yes	Weigh bridge transactions / banking

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.