

Job Demand Analysis	
Placement/Job Title:	Mechanics
Division/Branch:	Infrastructure and Operations / Fleet Services
Date of Assessment:	23 August 2012
Assessment completed by	Human Resources Advisor 4 Manager Fleet Services Fleet Maintenance Supervisor
Standard Hours:	Two Shifts: 7am to 4pm (8½ hours per day), 9 day fortnight 8am to 5pm (8½ hours per day), 9 day fortnight
Variable Hours:	<input checked="" type="checkbox"/> Overtime <input checked="" type="checkbox"/> On Call <input checked="" type="checkbox"/> Call Outs
Breaks / Rest Periods:	30 minute lunch 15 minute morning tea
Environmental/Psychosocial Factors	
<p>The Fleet Mechanics are based at the Depot. While most of their work is completed in the workshop they are frequently called out into the field to repair brake downs. In the field these employees 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.</p> <p>The Fleet mechanics may be required to perform overtime, are on an on call roster and may be called out for emergency situations. However, this is only required on an intermittent basis.</p>	
Job Descriptions	
<p>This position is responsible for all matters pertaining to the maintenance and repair of Council Fleet Assets.</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		The mechanic spends most of the day on his feet.
Walking			X		
Sitting	X				The worker may be required to sit while working on a stool to reach repair tasks at awkward levels.
Climbing ladders, stairs or scaffolding		X			Required to climb onto and over machines and to reach awkwardly positioned parts.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Bending / Stooping			X		Bending and stooping is required to reach awkwardly positioned areas. Extended stooping positions are sustained for prolonged periods of time when working in awkward body positions. This occurs regularly when working on machines and equipment but is minimised through the use of the service pit and hoists.
Squatting / Crouching			X		The worker has to do work in lower levels on a regular basis. Examples include working on trailer wheels and brakes. It is often not possible to position the tasks at a more appropriate height, and as a result the worker has to work in awkward body positions.
Kneeling			X		Required when working in awkward body positions. The workers avoid kneeling whenever possible.
Reaching overhead			X		Overhead reaching occurs when lying down underneath machines or equipment and doing repair tasks, and occurs from a standing position. Overhead reaching is often associated with force and with sustaining positions for prolonged periods of time. The service pit and vehicle hoists ensure vehicles and plant being worked on are at the correct height to reduce reaching overhead requirements.
Reaching at waist level or below.			X		Occurs frequently and repetitively throughout the work day. It is often associated with the use of heavy tools and the exertion of force or sustained positions.
Crawling	X				The workers usually use a creeper instead of crawling underneath equipment.
Trunk Rotation			X		The worker is often required to work in awkward body positions. These positions are usually sustained for prolonged periods. Trolley stools are available for use

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
					(stools on wheels which move with the worker when rotating/moving). The worker may also be required to work while lying on his back under machines.
Repetitive Forearm, hand and finger movement			X		Forceful repetitive and heavy upper extremity movements occur frequently throughout the work day. This involves manipulating tools and exerting pushing and pulling forces to do repair tasks.
Manual dexterity and handling			X		Occurs frequently when handling parts, undoing or doing up bolts and is often associated with strong grasps and the exertion of heavy force.

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 level to overhead level. The workers are often required to lift in awkward body positions and may be required to hold items in place for sustained periods of time.
	>25kg, at times exceeding 50kg	Occasional	The workers are required to lift items heavier than 25kg for approximately 50% of their work day. The workers reported that they lift items such as suspension parts that are heavy and awkward and that could weigh up to 60 to 70kg. Help cannot be provided for certain parts of the job as the workers have to manually handle these heavy items to put them in place, fitting the parts into the machine. The overhead crane is used whenever possible, but cannot always be used as it does not always reach the awkward positions where the part has to go in. Workshop vehicles are fitted with mobile cranes to assist for on site jobs.
Carrying		Rarely required	Carrying is limited due to the availability of the overhead crane. Trolleys and adjustable work platforms are also available.
Pushing and pulling		Occasional to frequent, depending on the job	Forces could not be specified. The workers reported that they have to push / pull / hold items in place sometimes in awkward positions such as overhead or with the trunk in a rotated position when doing mechanical repairs.
Heavy physical demands category with some tasks that fall into the very heavy physical			

demands category.

Tools Used

Tool:	Weight:	Comments:
A variety of hand tools are used:		
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		
Air tools:		
Impact wrenches	Usually no more than 4kg	The workers use impact wrenches, electrical grinders and welders. These could weigh up to 3-4 kg. These are used in awkward body positions and may involve sustained positions.
Electrical grinders		
Welders		
Other items / tools available in the workplace:		These are used to assist with manual handling tasks.
Hoists	N/A	
Overhead cranes	N/A	
Jack	N/A	

Balance

	Exposure to:	Comments:
Level ground	Yes	Required to do paperwork tasks
Uneven ground	Yes	When working in the field.
Unprotected heights or high levels	Yes	The workers use a platform ladder and step ladders.

Environmental Conditions

	Exposure to:	Comments:
Inside work	Yes	When working in the shop.
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 using grinders and other mechanical tools.
Vibration	Yes	When using mechanical tools such as grinders.
Mechanical hazards	Yes	Exposure to moving parts and heavy parts.
Electrical hazards	Yes	When using tools.
Risk of burns	Yes	When doing welding tasks. This is minimised through the use of flash screens.
Radiant energy	Yes	Sun exposure and when doing welding tasks.
Poor ventilation	Yes	Exposure to poor ventilation occurs

Environmental Conditions		
	Exposure to:	Comments:
		occasionally.
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 shop or out in the field.
Elevated surfaces	Yes	When working on the platform 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.
Exposure to biological hazards	Yes	Sharps

Sensory/Communication		
	Required:	Comments:
Vision	Yes	Required to ensure proper placement of parts and to identify the problem.
Hearing	Yes	General communication with co-workers is required.
Speech	Yes	
Reading	Yes	Required to read instructions.
Writing	Yes	
Numerical ability	Yes	

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.