

<b>Job Demand Analysis</b>	
Placement/Job Title:	Works Supervisor
Division/Branch:	Infrastructure /Infrastructure Delivery
Date of Assessment:	31 August 2012
Assessment Completed by:	Human Resources Advisor 4 Works Supervisors x 3
Standard Hours:	7am to 4pm (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:	15 minute morning tea 30 minute lunch
<b>Environmental/Psychosocial Factors</b>	
<p>The Works Supervisors:</p> <ul style="list-style-type: none"> <li>• Work out in the field overseeing operations, a large amount of their time is spent driving between work sites with only 20% of their time spent in an office environment.</li> <li>• Are responsible for the safety and supervision of the crew and as such has regular contact with all staff members and associated contractors.</li> <li>• Are 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.</li> <li>• Are 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 and hazards may be present. Snakes, spiders and other vermin may also be present in the vicinity of the work area.</li> <li>• May be required to perform overtime and may be called out for emergency situations. However, this is only required on an intermittent basis. They also participate in an on call rotating roster.</li> <li>• Are required to undertake conflict resolution within their teams promoting and maintaining team harmony. And are also required to communicate with other Branches and Divisions within Council for their operations.</li> <li>• May also have to deal with complaints from members of the public and deal with these in an effective and time efficient manner.</li> </ul>	

## Job Descriptions

Works Supervisor coordinate the day to day resources requirements in order to deliver the works programme. This includes:

- Preplanning of two week schedules for crews and contractors.
- Sourcing and supervision of required resources – plant, labour, materials.
- Customer liaison

Please see Position Description for further information.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Standing		X		X	Prolonged standing is required when working on construction and maintenance tasks.
Walking		X		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. Sitting in the vehicle is also required when driving to/from site.
Climbing		X			Climbing is required when entering and exiting trenches, storm water pits and culverts. Also required when undertaking GPT inspections.
Bending / Stooping		X			Repetitive bending to ground level is required when undertaking road marking, service locations and inspections.
Squatting / Crouching		X			Repetitive squatting/crouching is required when undertaking road marking, service locations and inspections.
Kneeling		X			Repetitive and/or prolonged kneeling is required when completing all concreting tasks.
Reaching overhead	X				Bilateral overhead reach is required when erecting and dismantling roadwork and flood signage etc.
Reaching at waist level or below.		X			Required when driving vehicles and moving equipment to/from site. Required when performing computer based data entry.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
					Also required when performing labouring duties.
Trunk Rotation			X		Required when lifting/carrying equipment and performing labouring tasks.
Repetitive Forearm, hand and finger movement			X		Bilateral fine motor actions are required for computer use, manual writing, hand tool use and when driving.
Manual dexterity and handling			X		Bilateral upper and lower limb actions are required to access terrain/work areas, to clear surrounds and to operate the chainsaw. Forceful upper limb actions are also required to operate various machinery. 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 a crane is used for heavy items.
	25 – 40kg	Rarely	Sand bags, sign bases and bags of cement all exceed 25kg.
	> 40kg	Rarely	May be required to lift service pit surrounds that exceed 40kg, a team lift is used where possible.
Carrying	10-25kg	Occasional	Carrying of equipment, tools and materials over short distances may be required on an intermittent basis.
Pushing/Pulling	Varied	Occasional	Upper limb push/pull actions are required when loading and unloading vehicles. Also required when working with machinery.

Tools Used		
Tool:	Weight:	Comments:
Timber	Varied	May be lifted and carried over short distances. It should be noted that a crane is available for use when lifting/carrying heavy materials and tools.
Jack hammer	20-30kg	May be lifted and carried over short distances.
Cement	20kg	May be lifted and carried over short distances.
Acro-props	15kg	May be lifted and carried over short distances.

Sledge hammer	6-7kg	Use to break up concrete and remove materials as required.
Chainsaw	6kg	Used to clear surrounds and chop larger trees.
Axe	2kg	Used to clear surrounds and chop small trees.
Shovel	6kg	May be used to dig and move a variety of substances such as dirt, mud and gravel.
Crowbar	10kg	Used when lifting concrete and digging holes
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.

<b>Balance</b>		
	<b>Exposure to:</b>	<b>Comments:</b>
Level ground	Yes	When walking on prepared surfaces.
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	Is exposed to unprotected heights when working around excavations and trenches.

<b>Environmental Conditions</b>		
	<b>Exposure to:</b>	<b>Comments:</b>
Inside work	Yes	Some tasks are office based.
Outside work	Yes	The worker performs the majority of inspections and supervisory duties outside and may have to work in wet, muddy and slippery surrounds.
Night Work	Yes	Required when crews are completing organised overtime. Also performed when called out.
Extreme heat	Yes	The worker may be exposed to the environment when performing labouring tasks.
Extreme cold	Yes	The worker may be exposed to the environment when performing labouring tasks and is often working around water.
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.
Vibration	Yes	Vibration is experienced when using the jackhammer, drills and the chainsaw.
Mechanical hazards	Yes	The worker has to be aware of surrounding traffic at times, placement of the crane and plant machinery.
Electrical hazards	Yes	Trucks are mounted with generators. May be required to dig around high/low voltage power.
Risk of burns	Yes	When working with hotmix and taring for roads.
Radiant energy	Yes	Nuclear density testing.
Poor ventilation	Yes	When working in confined spaces

<b>Environmental Conditions</b>		
	<b>Exposure to:</b>	<b>Comments:</b>
Moving objects	Yes	Includes the crane, plant machinery and general traffic flow.
Sharp tools	Yes	Chisels, saws, drills and chainsaws are used at times.
Cluttered or slippery floors	Yes	The ground surface is often wet, muddy and slippery.
Elevated surfaces	Yes	When working around trenches and culverts.
Lighting	Yes	Setting up portable traffic lights. Lighting is also utilised when undertaking night work.
Exposure to fumes/odours/ dusts/mists/gases	Yes	The worker are exposed to odours and fumes from fuels, epoxy, resins, glue, paint thinners, cement powder and lime. Also exposed to odours from sewer works, GPT's and the sale yards.
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

<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. A large component of this role includes driving between sites.
Hearing	Yes	General liaison with other workers.
Speech	Yes	General liaison with other workers.
Reading	Yes	Completion of paperwork as required.
Writing	Yes	Completion of paperwork as required.
Numerical ability	Yes	Needs to be able to calculate quantities and lengths etc. of materials needed for various jobs.

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.