

## PERSONAL CAPABILITY REQUIREMENTS



CITY OF  
**MONASH**

Position Title: Leading Hand Drainage Maintenance | Position P219001

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
<b>Passive</b>				
Sitting - desk			✓	
Sitting - counter	✓			
Sitting - vehicle				✓
Standing				✓
Telephone			✓	
Computer – desktop			✓	
Computer – laptop			✓	
Observations: customer and/or client safety				✓
Writing			✓	
Reading			✓	
<b>Manual Handling</b>				
Bending spine forwards			✓	
Twisting spine to side			✓	
Bending Spin Backward e.g. A small degree of back bending may be required when filing in the confined space of the compactus	✓			
Working with one or both hands above shoulder height		✓		
Lifting floor-waist (No more than 5kg per item)				✓
Lifting at waist height (No more than 5kg per item)				✓
Lifting waist-overhead (No more than 5kg per item)			✓	
Pushing (trolley weighing up to 50kg)	✓			
Pulling (trolley weighing up to 50kg)	✓			
Moving equipment and/or furniture				✓
Lifting/holding children	✓			
Exerting force with one hand or one side of body				✓
Exerting force in an awkward posture				✓
Holding, supporting or straining			✓	
<b>Agility</b>				
Squatting				✓
Kneeling				✓
Looking up				✓
Looking down				✓
Reaching forwards or sideways >30cm from the body				✓
Gripping or grabbing				✓

	Unlikely	Possible	Occasionally	Regularly
<b>Mobility</b>				
Walking				✓
Walking whilst carrying weight<5Kgs				✓
Walking on uneven ground				✓
Climb Steps/Stairs			✓	
Climb ladder		✓		
Driving – passenger vehicle				✓
Driving – light commercial (normal licence)				✓
Driving – bus (endorsed licence)	✓			
Driving – machinery/heavy commercial (endorsed licence)				✓
<b>Sensory</b>				
Fine hand coordination				✓
Hearing – hold direct conversation, telephone, noise, alarm				✓
Hearing - telephone				✓
Hearing – alarm/disturbance				✓
Visual – computer screens, electronic signs				✓
Visual – read printed material, signage				✓
Visual – driving				✓
<b>Emotional</b>				
Dealing with customers				✓
Dealing with aggressive customers				✓
Supporting age dependent persons	✓			
Managing conflict				✓
Managing complex personal counselling	✓			
Providing empathy	✓			
<b>Work Environment</b>				
Indoor air conditioned			✓	
Outdoor – exposed to elements				✓
Outdoor – plant and equipment				✓
Confined spaces			✓	
Working at height		✓		
Dust				✓
Pollen (or other allergens)				✓
Cleaning agents		✓		
Foul smells				✓
Personal waste		✓		

*Note: This template does not represent an exhaustive account of all job factors however it forms a basis to guide staff and medical professionals as to the activities for which a personal capability must be sustained.*

#### **Applicant acknowledgement**

I have read and understood the personal capability requirements that are attached to this position and declare that I am capable of meeting the requirements as indicated and acknowledge the requirement to maintain such capability whilst performing the position.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/201\_\_