

# Job Task Analysis

Department of Education

Schools Officer - Grounds/Facilities

General Role Description		Working Hours
<ul style="list-style-type: none"> <li>Contribute to the effective operation of the school by ensuring school grounds and facilities are maintained in a clean, safe, tidy, and hygienic condition. Responsibilities may include grounds maintenance and beautification, general upkeep and minor repairs, cleaning support, and assisting with manual handling tasks as required across the school.</li> <li>Work collaboratively with school staff and contractors to support the day-to-day operational needs of the school while maintaining professional standards of service and presentation.</li> </ul>		<ul style="list-style-type: none"> <li><b>Standard 1.0 Full-Time Equivalent (FTE):</b> 38 hours per week (7.60 hours/day, Monday – Friday)</li> <li>Employees are entitled to meal breaks and rest pauses in accordance with the provisions of the applicable industrial award or agreement.</li> <li>Ability to accrue and take Accumulated Days Off (ADO) and overtime in accordance with the provisions of the applicable industrial award or agreement.</li> <li>School operations are structured across 4 terms per year, with each term running for approximately 10 weeks, with additional week for "clean up week" in school holidays at end of each term.</li> <li>May vary between schools and operational demands.</li> </ul>
Work Activities Summary (Refer to the task descriptions section for detailed information)		
1	Mowing (Grounds)	Medium work
2	Brush cutting, trimming hedges and trimming trees (Grounds)	Heavy work
3	Spraying/weeding/gardening (Grounds)	Medium work
4	Maintenance requests and repairs (Facilities)	Medium work
5	Maintenance tasks and event preparation (Grounds and Facilities)	Medium work
6	Stock control (Grounds and Facilities)	Heavy work
7	Participate in lockdowns/fire evacuations (planned drills and unplanned occurrences)	Light work
Work Environment		Employees
<ul style="list-style-type: none"> <li>School environment – stairs, ramps, slope, grass, stairs, uneven ground</li> <li>Outdoor environment – Heat, UV exposure, cold, wet, weather conditions</li> <li>Maintenance workshop/ shed</li> <li>Noise – High noise exposure when using equipment (mowers, leaf bower, brush cutter etc), low pitch ambient noise and high pitch from students</li> <li>Chemical/ biological exposure - Moderate-level exposure to dust, aerosols (coughing/sneezing), petrol/ glue/ paint fumes, exposure to chemicals and potential environmental contaminants (e.g. mould, asbestos in older settings)</li> </ul>		<ul style="list-style-type: none"> <li>The number of School Officers allocated to a school will differ based on the size of the school and specific maintenance requirements.</li> </ul>
		Tools and equipment
		<ul style="list-style-type: none"> <li>Various non-powered equipment – tools (e.g. hammer, screwdriver etc), paint brushes, rakes, shovel, brooms etc</li> <li>Chemicals and consumables – petrol, paint, glue, weed kill, garbage bags etc</li> <li>Ladders</li> <li>Lawn mower – push or ride-on</li> <li>Other powered equipment (petrol or electric) – Hand tools (drills etc), chainsaw, hedge/ brush cutter, leaf blower etc</li> </ul>
		Manual Handling Devices
		<ul style="list-style-type: none"> <li>Trolley</li> <li>Wheelbarrow</li> </ul>
		Personal Protective Equipment (PPE)
		<ul style="list-style-type: none"> <li>Gloves – disposable, heavy duty, chemical resistant</li> <li>Steel cap boots</li> <li>Safety glasses, hearing protection</li> <li>Sun protection – shirt, sunscreen</li> </ul>

FREQUENCY % OF SHIFT	Rare (R)	Occasional (O)	Frequent (F)	Constant (C)	Repetitive (Rep)
	0% - 5%	6% - 33%	34% - 66%	67% - 100%	Performed more than twice per minute for several minutes
TIME EXAMPLE	0 - 23 min	24 min - 2.5 hrs	2.6 - 5 hrs	5.1 - 7.6 hrs	

### Physical Demands Summary

Weighted (Kg)	R	O	F	C	Rep	Comments	
Waist to overhead		Up to 15				<ul style="list-style-type: none"> <li>Tools/ equipment &lt;15kg</li> </ul>	
Waist to shoulder		Up to 20			✓	<ul style="list-style-type: none"> <li>Tools/ equipment/ mower catcher &lt;20kg</li> </ul>	
Floor to waist			Up to 25			<ul style="list-style-type: none"> <li>Machinery/ equipment/ furniture/ soil/ mulch &lt;25kg</li> </ul>	
Carrying - unilateral/ bilateral		Up to 25			✓		
Push/Pull (Kg-force)		Up to 20				<ul style="list-style-type: none"> <li>Trolley</li> <li>Push mower</li> <li>Machinery/ equipment/ furniture over variable terrain &lt;20Kg</li> </ul>	
General and Trunk	R	O	F	C	Rep	Comments	
Sit			✓			Seated mowing activities, meal breaks	
Stand			✓			Sustained standing whilst completing stationary repairs or equipment operation	
Walk - even and uneven surfaces				✓	✓	Movement around school grounds	
Kneel/squat		✓				When completing weeding/ gardening	
Bend forwards/stoop		✓				Collecting work equipment from shelving	
Bend backwards	✓						
Trunk twist/side bend		✓				Transferring items to shelving/vehicle	
Neck flexion - look down			✓			Completing brush cutting, whipper snipping etc	
Neck extension - look up		✓				Completing trimming/hedging	
Neck rotation		✓				Operation of ride-on mowers	
Upper Limb	R	O	F	C	Rep	Comments	
Forward reach			✓			Operating machinery/ equipment	
Side reach		✓				Handling of equipment	
Overhead reach		✓			✓	Handling of equipment	
Wrist movement			✓		✓	Handling of equipment	
Finger/thumb manipulation			✓		✓	Handling of equipment/equipment controls (e.g. mower, brush cutter)	
Grip/grasp			✓		✓	Handling of equipment/equipment controls (e.g. mower, brush cutter)	

Other	R	O	F	C	Rep	Comments
Climb - steps/stairs/ ladder		✓				Climb ladder to change light bulb/ clean gutters etc
Balance			✓		✓	When walking on uneven terrain
Vibration – whole body or upper limb			✓			Frequent vibration whilst operating machinery (hand held, or ride on)
Voice projection	✓					

Psychosocial Demands Summary		
High job demands	Frequent	Frequent time pressure pending weather or seasonal demands.
Emotional demands	Rare	Limited student communications
Low job demands	Occasional	Occasionally monotonous or slow work
Low job control	Occasional	Control of work task scheduling however may be disrupted pending emerging school needs
Low support	Rare	Regular contact with supervisor (business manager, deputy or principal pending school setup)
Remote or isolated work	Occasional	Occasional periods of extended socially isolated work. Number grounds officers vary pending size of school
Traumatic events, including vicarious trauma	Rare	
Violence/aggression – student behaviour	Rare	Could range from disruption, non-compliance to verbal and physical intimidation or aggression.
Violence/aggression – parent interactions	Rare	Limited interaction with families or other stakeholders
Poor role clarity	Rare	Clear understanding of the required role
Communication/team work/interaction with colleagues	Occasional	Requires good communication skills, with supervisor/ colleagues

Cognitive Demands Summary		
Attention	Frequent	Multi-tasking and coordinating jobs
Memory	Frequent	Recall of completed and planned jobs
Concentration	Occasional	Occasional multi-tasking required
Vision	Constant	Operating power tools and machinery
Hearing	Frequent	Varying noise levels pending use of machinery/equipment
Decision making	Occasional	Job prioritisation/planning
Situational awareness	Constant	Weather conditions, moving equipment and children safety

This job task analysis is also available online. The QR code provides direct access to the full document and the associated work capabilities checklist.



## Work Activities - Task description details

### Task 1 - Mowing (Grounds)

**Total time/shift:** Variable

**Task duration:** Up to 2 hours

#### Physical demand level – Medium work

Task description details	Key physical demands (frequency related to task)
<ul style="list-style-type: none"><li>Operating both self-propelled and ride-on mowers</li><li>Completing pre-start checks (e.g. petrol levels, safety)</li><li>Selecting required area for mowing. Identifying if self-propelled or ride-on mower is required</li><li>Transporting equipment to location (e.g. mower)</li><li>Emptying mower catchers when full. Weight up to 15kg</li></ul>	<ul style="list-style-type: none"><li>Walking (C) – if utilising self-propelled mower</li><li>Sitting (C) – if utilising ride-on mower</li><li>Pushing (C)</li><li>Lifting up to 15kg (O)</li><li>Standing (O)</li><li>Sustained forward and side reach (F)</li><li>Gripping (C)</li><li>Vibration – whole body (C)</li></ul>

### Task 2 - Brush cutting, trimming hedges and trimming trees (Grounds)

**Total time/shift:** Variable – up to 2 hours

**Task duration:** Up to 45 minutes

#### Physical demand level – Heavy work

Task description details	Key physical demands (frequency related to task)
<ul style="list-style-type: none"><li>Selecting required piece of equipment</li><li>Completing pre-start checks (e.g. petrol levels, safety)</li><li>Transporting equipment to desired location on premises</li><li>Operating equipment with bilateral upper limbs to cut vegetation to required height/ level</li><li>Utilising hand tools as required to tidy/ complete works</li><li>Work heights vary pending on required vegetation</li></ul>	<ul style="list-style-type: none"><li>Standing (C)</li><li>Walking (F)</li><li>Forward Reach (F)</li><li>Overhead Reach (O)</li><li>Side Reach (O)</li><li>Gripping &amp; Finger/Thumb Manipulation (F)</li><li>Lifting/ Carrying (C)</li><li>Vibration – Upper limb (C)</li><li>Balance (O)</li></ul>

### Task 3 – Spraying/weeding/gardening (Grounds)

**Total time/shift:** Variable – up to 2 hours

**Task duration:** Up to 1 hour

#### Physical demand level – Medium work

Task description details	Key physical demands (frequency related to task)
<ul style="list-style-type: none"><li>Select and obtain required equipment</li><li>Connect spraying equipment</li><li>Fill sprayer to correct level with required concentration</li><li>Spray localised area with solution during suitable weather conditions (e.g. avoiding wind/ rain)</li><li>Select and remove weeds</li><li>Utilise hand tools to assist with weed removal as required (e.g. shovel/ spade)</li><li>Complete gardening tasks with selected equipment (e.g. wheelbarrow)</li><li>Move soil/ mulch as required to required location</li></ul>	<ul style="list-style-type: none"><li>Standing (F)</li><li>Walking (F)</li><li>Kneel/squatting (O)</li><li>Sustained forward and side reach (F)</li><li>Gripping (C)</li><li>Walking (F)</li><li>Sitting (O)</li><li>Lifting (O)</li></ul>

#### Task 4 – Maintenance requests and repairs (Facilities)

**Total time/shift:** Variable

**Task duration:** Variable - up to 1 hour

##### Physical demand level – Medium work

Task description details	Key physical demands (frequency related to task)
<ul style="list-style-type: none"><li>Review required maintenance requests, may be supplied digitally or paper based pending school</li><li>Prioritise requests based on level of need</li><li>Review piece of equipment/ item/ task and gather required equipment</li><li>Utilise vehicle to gather further supplies if required</li><li>Maintenance requests may include tasks such as changing light bulbs, clogged toilets etc</li></ul>	<ul style="list-style-type: none"><li>Standing (F)</li><li>Sustained forward and side reach (F)</li><li>Overhead reach (O)</li><li>Gripping (F)</li><li>Walking (F)</li><li>Sitting (O)</li></ul>

#### Task 5 – Maintenance tasks and event preparation (Grounds and Facilities)

**Total time/shift:** Variable - up to 1 hour

**Task duration:** Variable - up to 1 hour

##### Physical demand level – Medium work

Task description details	Key physical demands (frequency related to task)
<ul style="list-style-type: none"><li>Completing school maintenance or event preparation such as setting up events, completing errands in vehicle, painting, moving furniture and ad hoc tasks</li><li>Setting up school events such as assembly, sports carnivals etc</li><li>Driving vehicle to assist with set-up/ delivery of equipment for events if required</li><li>Completing errands in work vehicle (e.g. obtaining items from Bunnings)</li><li>Assisting with the movement of organisational furniture utilising assistive equipment as required</li></ul>	<ul style="list-style-type: none"><li>Standing (F)</li><li>Forward and side reach (O)</li><li>Overhead reach (O)</li><li>Gripping (F)</li><li>Walking (F)</li><li>Push / Pull (O)</li><li>Lifting (F)</li><li>Carrying (O)</li><li>Balance (O)</li></ul>

#### Task 6 – Stock control (Grounds and Facilities)

**Total time/shift:** Variable

**Task duration:** Variable - up to 1 hour

##### Physical demand level – Heavy work

Task description details	Key physical demands (frequency related to task)
<ul style="list-style-type: none"><li>Checking and recording stock levels for cleaning supplies, grounds consumables, chemicals and maintenance materials</li><li>Visually scanning storage areas and identifying low-stock items</li><li>Updating inventory records (manual or digital) and notifying administration or placing orders when required</li><li>Moving between different storage areas or buildings to complete stock checks</li><li>Receiving, unpacking and organising deliveries</li><li>Lifting, carrying and restocking items, typically up to 25kg</li><li>Keeping storage spaces tidy, accessible and safely arranged</li></ul>	<ul style="list-style-type: none"><li>Standing (O)</li><li>Walking (O)</li><li>Forward and overhead reaching (O)</li><li>Bending/stooping (O)</li><li>Squatting/kneeling (O)</li><li>Lifting and carrying up to 10–25kg (O)</li><li>Gripping/handling items (F)</li><li>Fine motor use for writing or device input (F)</li></ul>

#### Task 7 – Participate in lockdowns/fire evacuations (planned drills and unplanned occurrences)

**Total time/shift:** One per term total planned – can be additional unplanned in response to emergent situations

**Task duration:** 30 to 60 minutes, variable when unplanned

##### Physical demand level – Light work

Task description details	Key physical demands (frequency related to task)
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- Participate in both planned and unplanned evacuation drills in accordance with site emergency procedures
- Communicate and follow directions from fire wardens and emergency services personnel as required

- Standing (F)
- Walking (F)
- Kneeling, crouching, forward bending (O)
- Neck rotation and movement (F)
- Stairs (F)

## Appendix

- U.S Department of Labour (1991) Dictionary of Occupational Titles, Fourth Edition Appendix C, Components of the definition trailer, section IV. Physical Demands – Strength Rating / O\*NET online
- Hazardous Manual Task Code of Practice, Safe Work Australia 2018
- Model Code of Practice: Managing psychosocial hazards at work, SWA 2022

PHYSICAL DEMANDS	Definition: Strength rating represents the strength requirements which are considered to be important for average, successful work performance
Sedentary work	Manual handling <4.5kg of force occasionally and/or <1kg frequently. Sedentary work involves sitting most of the time but may involve walking or standing briefly occasionally.
Light work	Manual handling <9kg of force occasionally, and/or <4.5kg frequently, and/or <1kg constantly to move objects. A job should be rated Light Work: (1) walking or standing to a significant degree; or (2) sitting most of the time but entails using arm or leg controls; and/or (3) constant pushing and/or pulling of materials
Medium work	Manual handling 9-22kg of force occasionally, and/or 4.5-9kg frequently, and/or <4.5kg constantly to move objects.
Heavy work	Manual handling 22-44kg of force occasionally, and/or 9-22kg of force frequently, and/or 4.5-9kg constantly to move objects.
Very heavy work	Exerting >44kg of force occasionally, and/or >22kg of force frequently, and/or >9kg of force constantly to move objects.

FREQUENCY CLASSIFICATIONS	Rare (R)	Occasional (O)	Frequent (F)	Constant (C)	Definitions: Sustained > 30 secs at a time   Long duration > 30 mins at a time   Repetition > 2 per minute   Static - body area remains in stationary, fixed position   Exposure - time spent completing task over whole shift   Intermittent - when there is a repeated physical demand but with significant intervals between cycles.
% time	1 - 5	6 - 33	34 - 66	67 - 100	
Reps per day	1	2 - 100	101 - 500	500+	
Reps per hour		0 - 12	12 - 63	>63	
Reps per minute		1 every 5 - 15	1 every 1 - 5	1 or more	

This Job Task Analysis (JTA) was co-designed and developed by AXIS Rehabilitation in partnership with the Department of Education. This collaboration ensures the JTA is evidence-based, practical and aligned with workplace and organisational requirements, supporting informed decision-making in workplace rehabilitation, employment and safe work practices.

The JTA is a tool to be used in workplace rehabilitation and does not capture every intricate duty or responsibility for each individual role within the department. Rather, it is intended to provide medical practitioners and providers with a clearer understanding of the role and its expectations in greater detail.