



Physical Job Requirement Assessment

Position Title:	Library Officer Programs
Work Unit:	Mildura Library
Branch:	Libraries & Knowledge Hubs
Department:	Healthy Communities
Workplace Location:	Mildura Library

Please mark document according to the following Assessment Scale

N – Never, not a job requirement or only very rarely performed

O – Occasional, activity exists up to 1/3 of time when performing job

F – Frequent, activity exists up to 2/3 of time when performing job

C – Constant, activity exists more than 2/3 of time when performing job

Requirement Description	Frequency			
	N	O	F	C
VISUAL				
Reading written instructions / manuals			✓	
Reading maps / plans / diagrams		✓		
Reading and completing tickets / docketts / invoices etc		✓		
Recognising signs / signals		✓		
Recognising coloured lights / wires		✓		
Reading dials / meters		✓		
Distance vision, eg for driving		✓		
Required to see at night		✓		
Work by torchlight / dark places	✓			
HEARING / SPEECH	N	O	F	C
Giving / taking instructions clearly			✓	
Hearing warning signals / alarms etc and reacting to them		✓		
Using phone / intercom clearly		✓		
Using two-way radio	✓			
Working in noisy environment, eg operating machinery no cabin	✓			
Working in noisy environment, eg operating machinery enclosed cabin	✓			
PHYSICAL – Work Postures	N	O	F	C
Sitting at a desk, more than 30 minutes				✓
Sitting driving vehicle / plant more than 30 minutes		✓		
Standing for prolonged periods			✓	
Frequent standing and sitting				✓
Walking over even surfaces			✓	

PHYSICAL – Work Postures (Continued)	N	O	F	C
Walking over uneven surfaces		✓		
Walking over rough surfaces		✓		
Running	✓			
Squatting / kneeling - flexing at knee ankle or waist			✓	
Trunk twisting / bending - forward or backward			✓	
Hand / arms movements - typing, machinery control, mopping, stacking			✓	
Reaching – overhead or forward, with arms extended			✓	
Grasping / holding with hands or fingers				✓
Manipulation / dexterity - fine finger movements				✓
Leg / foot movements - operating machinery			✓	
Neck movements – twisting and turning			✓	
PHYSICAL – Work Heights	N	O	F	C
Work is carried out between hip and ground level			✓	
Work is carried out between hip and shoulder level		✓		
Work is carried out above the shoulder level		✓		
Work requires movement up and down stairs		✓		
Work requires climbing ladders		✓		
Work requires climbing on/off/into equipment / machines / vehicles			✓	
PHYSICAL - Manual Handling	N	O	F	C
Pushing / pulling loads			✓	
Work requiring force / strength / resistance, eg shovelling, hammering		✓		
Lift / carry less than 5 kgs				✓
Lift / carry between 5 and 10 kgs				✓
Lift / carry between 10 and 20 kgs			✓	
Lift / carry more than 20 kgs	✓			
Loads are carried up stairs / ladders		✓		
Loads are carried over distances		✓		
WORK ENVIRONMENT	N	O	F	C
Work environment exposes employee to fumes / chemicals / gases	✓			
Work environment exposes employee to biological hazards eg blood		✓		
Work environment exposes employee to dust		✓		
Work environment exposes employee to steam	✓			
Work environment exposes employee to smoke	✓			
Work environment exposes employee to water		✓		
Work environment exposes employee to heat		✓		
Work environment exposes employee to cold		✓		
Work environment exposes employee to outdoor work		✓		

WORK ENVIRONMENT (continued)	N	O	F	C
Work environment exposes employee to indoor work				✓
Employee works in natural light			✓	
Employee works in artificial light				✓
Employee works at night		✓		
Employee works in confined spaces	✓			
WORKPLACE STRESSORS	N	O	F	C
In this position the employee will face time pressures				✓
The employee will have to provide a constant high-volume workload			✓	
The employee will face deadlines on work output				✓
The employee will be required to have a high level of accuracy in output				✓
The employee will deal with customers in face-to-face inquiries				✓
The employee will deal with difficult customers			✓	
The employee will deal with distressed persons		✓		
The employee will deal with disabled / ill / disturbed persons		✓		
The employee will provide counselling / discipline to other employees	✓			
The employee will engage in complex negotiations with others	✓			

Tools / Equipment: The types of tools/equipment used on a regular basis. Include hand tools, power tools, pneumatic tools.

Computer technology: iPad, PC and laptop with mouse and headset for Teams; some social media; Office software; Library Management System; smart television/AV screens, VR headsets
 Craft activities: Scissors; stapler; tape dispenser; glue sticks; paper; card; other craft materials
 Program equipment (not limited to): indoor and outdoor games; puzzles; LEGO; books; Ozmos; Bee Bots; Kick Bricks; easels; banners; marquee; books; tables; chairs; moveable book shelving; hot water urn; mobile PA system; handcart trolleys

Protective Equipment: In this position the following personal protective equipment required.

PPE will be provided as required.

General Description of Employment:

Library duties: Working with library collections: all formats of books, DVDs, audiobooks, archive materials, using computers and assisting customers with technology, including their own devices and the Internet and photocopying/printing; moving trolleys and crates of library materials; working at other library branches and Rural Outreach locations

Children's activities, including, but not limited to: Storytimes, Baby Play, school holiday craft activities, social programs for adults, author visits, guest presenters such as EnviroEdu, new parents' groups; visiting childcare and kindergartens, tours and storytimes for school groups, outreach activities at local events

Social media: Assisting with content for the Library's Facebook and Instagram accounts within Council guidelines

Is a hearing test required for this position?

Yes No

Completed by:	Matthew Kinleaside	Date:	02.01.2026
Position:	Library Team Leader Engagement		