



GOULBURN MULWAREE COUNCIL

POSITION DESCRIPTION

Date last reviewed: May 2007

Position Title:	Museum Volunteer
Directorate:	Engineering
Role	Varying roles to include: tour guide, preservation & maintenance, boiler & engine operation and maintenance, café operations, interpreting significance, research, supervising museums and fund raising.
Supervisor:	Museum Technical Officer
Number of Staff reporting to position:	Nil
Delegation authority of position:	Nil

SELECTION CRITERIA

ESSENTIAL

- Demonstrated oral communication skills.
- Highly self-motivated and ability to work without direct supervision.
- Demonstrated ability to work in a team environment

DESIRABLE (To relevant Museum)

- Class C Drivers Licence
- Knowledge of local history.
- Knowledge of basic museum practices or prior experience working in a museum environment.
- Boiler licence
- Reciprocating engine drivers licence
- Ability to conduct and carry out risk assessments
- Demonstrated cash handling skills
- Physically capable of undertaking manual tasks
- Introduction for construction work (green/white card)
- Chainsaw operations certificate
- Chemical handling certificate
- Data entry skills
- First aid certificate

DUTIES

Sample duties that **could** include the following:

Pumphouse - Waterworks:

- Tour guiding.
- Labouring duties associated with maintenance & grounds improvements to include gardens & buildings.
- Maintenance and improvement to steam engines and housing.
- Maintenance and improvement to boiler & housing.
- Operation of steam engines and boiler.
- Knowledge and skills to maintain steam engines and boiler.
- Cutting and preparation of timber for boiler operation.
- Research history of Waterworks
- Set up and manage Waterworks displays.
- Conservation & restoration of museum objects
- Gardening
- Follow workplace OH&S policies and procedures.

Café - Waterworks

- Organise sufficient supplies for café operation on steaming days.
- Food preparation and cooking.
- Service to customers.
- Dishwashing.
- Clean and care of café building.
- Cash handling.

St. Clair Museum

- Building maintenance, e.g. painting, minor repairs
- Gardening

War Memorial Museum

- Tour Guide
- Computerised cataloguing of exhibition database
- Provide information to visitors and local community
- Assistance with special events & exhibition openings
- Attend meetings as required
- Conservation & restoration of museum objects
- Research
- Maintain displays and storage of museum objects

OHS Responsibilities & Performance Measures

All Employees

Responsibilities

Performance Measures

✓ Ensure all work is performed in accordance with requirements of the OHS Policy, and procedures.	❖ Demonstrated adherence to OH&S Policy and procedures
✓ Ensure all work is performed in accordance with site specific risk assessments, Safe Work Method Statements (SWMS) and Safe Operating Procedures (SOPs).	❖ Demonstrated adherence to site specific risk assessments. ❖ Demonstrated use of SWMS and SOPs.
✓ Take reasonable care for their own health and safety as well as that of others	❖ Adhere to all safe working procedures including verbal instructions given by Managers / Supervisors. ❖ Demonstrate reasonable care of themselves and others who may be affected by their actions
✓ Report all identified hazards, accidents/incidents and near misses to Manager / Supervisor	❖ Actively monitor the workplace to determine presence of hazards and initiate actions to rectify / eliminate the hazard.
✓ Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	❖ Demonstrated use and maintenance of PPE.
✓ Commitment to OHS and promote a risk assessment approach to all activities performed by Council.	❖ Participate in risk assessment process and attend toolbox and other meetings relating to OHS requirements.
✓ Have a sound understanding of the OHS requirements associated with their employment duties.	❖ Attendance at OHS training sessions ❖ Demonstrated awareness of OHS responsibilities outlined in position description.

ACCEPTANCE OF POSITION

I agree to the current requirements of the Position Description as at ____/____/____

Employee Name

Signature

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

This form is to be completed by the manager/supervisor of the position being recruited to.

Position: Museum Volunteer Department: Engineering Facility: Parks & Recreation

TASKS PERFORMED: (e.g. Manual labour, Administration, Field staff, etc)

Tasks performed are dependent upon activity undertaken at relevant museum.

FREQUENCY DEFINITIONS

Occasional.....Activity exists up to 1/3 of the time when performing the task

Frequent.....Activity exists between 1/3 and 2/3 of the time when performing the task.

Constant.....Activity exists more than 2/3 of the time when performing the task.

Repetitive.....Activity involves repetitive movements.

Manager to tick relevant box

Demands	Description	Frequency				
		O	F	C	R	N A
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	✓				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery				✓	
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				✓	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	✓				
Standing	Tasks involve standing in an upright position without moving about			✓		
Driving	Tasks involve operating any motor powered vehicle Types of vehicles:	✓				
Driving	Tasks involve driving vehicle on unsealed roads.	✓				
Sitting	Tasks involve remaining in a seated position during task performance				✓	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	✓				
Walking/Running	Tasks involve walking or running on even surfaces				✓	
	Tasks involve walking on uneven surfaces			✓		
	Tasks involve walking up steep slopes			✓		
	Tasks involve walking down steep slopes			✓		
	Tasks involve walking whilst pushing/pulling objects			✓		
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees		✓			
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground.		✓			
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	✓				
	1. Light lifting/carrying (0-9 Kg)				✓	
	2. Moderate lifting/carrying (10-15 Kg)	✓				
	3. Heavy lifting/carrying (16 Kg and above)					✓

<i>Demands</i>	<i>Description</i>	Frequency				
		O	F	C	R	N A
Digging	Tasks involving manual digging			✓		
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.		✓			
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.				✓	
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing.				✓	
<u>Sensory Demands of Job Tasks</u>						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night.				✓	
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment			✓		
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals		✓			
Taste	Tasks involve use of taste as an integral part of task performance		✓			
Touch	Tasks involve use of touch as an integral part of task performance				✓	
<u>Psychological Demands</u>						
	Working with animals					✓
	Dealing with dead or injured animals etc.	✓				
<u>Psychosocial Demands</u>						
	Tasks involving customer service (members of the public & clients)				✓	
	Tasks involve interacting with distressed or angry people	✓				
	Tasks involve interacting with people with mental illness/disability	✓				
<u>Exposure to Chemical Hazards</u>						
Dust	Tasks involve working with dust – e.g. sawdust	✓				
Gases	Tasks involve working with gases					✓
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc	✓				
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis	✓				
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting.	✓				
<u>Working Environment</u>						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare		✓			
Sunlight	Exposure to sunlight				✓	
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room				✓	
Confined Spaces	Tasks involve working in confined spaces	✓				
<u>Accident Risk</u>						
Surfaces	Tasks involve working on slippery or uneven surfaces		✓			
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping	✓				
Heights	Tasks involve working at heights below knee level and/or above shoulder height.	✓				
Manual Handling	Tasks involve manual handling.		✓			

<i>Demands</i>	<i>Description</i>	Frequency				
		O	F	C	R	N A
Biological Hazards						
Biological Products	Tasks involve working around Waste water/ garbage etc.	✓				

In addition add special comments or notes on significant physical or other demands required to perform this job.

Waterworks / Pumphouse volunteers may work in the extreme cold, i.e. undertaking grounds maintenance in winter.

Date checklist completed:
May 2007

I have read and understood the physical and psychological requirements of this position and agree that I am able to meet the requirements as identified.

Signature of applicant:

Date:

Print name :