



OVERVIEW OF THE ROLE

The primary function of the Engineering Services Supervisor (ESS) is to schedule and supervise the safe undertaking of all on-site activities carried out by a group of trades personnel. This includes electricians, plumbers, carpenters, plant operators, technical officers and other building and construction trades (painters, boilermaker/welders etc.).

Your priority as the ESS is to ensure all works are carried out in a safe and appropriate manner.

The trades team are typically engaged in all operational aspects of the station buildings and infrastructure (for example power generation, water production and supply, wastewater treatment, station heating, etc). The trades team also undertakes minor new works and larger capital building projects (new and renewal).

You will manage the planned preventive maintenance program for the station, and deal with breakdowns and reactive maintenance needs as they arise. Typically much of the outside maintenance needs and refurbishment works, along with any new construction works, are undertaken during the summer months (October to March).

An Antarctic station has limited trade, and plant and equipment, resources, and there can be conflicting priorities for the work program due to science support and general station and community assistance – and the disrupting influence of the weather. It will be your responsibility to schedule the daily work tasks of the trades team based on the predicted weather and availability of plant and resources to meet not only the works program, but the overall station needs.

There will be at least one Building Services Supervisor (BSS) to provide managerial and supervisory support to you over the summer work program. Where the season program is sufficiently large, two ESS positions maybe employed, one for maintenance works, the other for construction. There may be other summer BSS personnel to provide you with additional project or task supervisory assistance, as well as specific job expertise.

The ESS position is only available for a period of approximately eight months, consisting of approximately two months pre-departure training in Hobart and up to six months in Antarctica. This two month pre-departure training period will also include ESS position specific briefings on work priorities, the computerised maintenance system, as well as the general Antarctic training needs.

As the ESS, you will also be part of the station leadership team and will be required to display attributes that are consistent with such a leadership position.

ESS are employed in summer jobs only at Casey and Davis stations.

WHAT YOU WILL DO ON THE JOB

As an Engineering Services Supervisor you will be required to undertake some or all of the following:

- Perform building and services construction work, both internally and externally.
- Maintain in-built fire protection systems such as fire rated walls, ceilings and doors.
- Maintain the structural integrity of buildings and services.
- Maintain paint systems, floor coverings, glazed units, joinery and furniture.
- Maintain a wide range of woodworking machinery and power tools.
- Maintain the carpentry stock inventory, and coordinate the reorder of spare parts, materials and equipment.
- Prepare and submit monthly and annual reports.
- Operate a computerised maintenance management system.
- Assist in season planning including:
 - Typically be employed for approximately 8 weeks undertaking Antarctic specific briefings/training relating to the proposed works for the upcoming summer. You will need to be actively engaged in the briefings (some may be unplanned one on one sessions with key staff) and will need to manage your time to ensure that all of your needs can be met.
 - Supervise the workload/training program of a multi-disciplined trade group at head office, particularly the summer trades who typically start 1-2 weeks prior to departure.
 - As part of the station leadership team you will be required to actively work to support effective delivery of the overall Australian Antarctic Division (AAD) program and compliance with AAD policies.
 - You may be required to assist in the requisitioning of materials and equipment needed for the completion of the summer work program.

As a proactive and positive member of the community you will:

- Maintain a personal and practical commitment to AAD policies and standard operating procedures (including work, health and safety and environmental policies). Training and guidance in regard to all responsibilities relevant to your position will be provided.
- Perform duties to support the community life of the expedition, such as general kitchen duties, garbage clearance, general cleaning duties, and assisting other expedition members with official programs.
- Work in areas outside of your primary role, for example, providing assistance to other areas or science projects, or participating in general labouring tasks such as clearing snow or handling cargo.

The [General Information for Applicants](#) document contains critical information about living and working in Antarctica, and must be read in conjunction with this job description prior to applying.



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Engineering Services Supervisor - Technical Criteria

These technical criteria are used to assess your application for Engineering Services Supervisor.

1. Essential

You can only be selected for this role if you have these [essential](#) skills and licences.

1. **Qualifications/licences** (provide copies in your application):
 - A relevant engineering, trade or technical certificate.
 - A White Card (issued after May 2009).
 - A current, unrestricted "C" class (manual) Australian driver's licence.
2. Current or recent (within the last 5 years) on-site supervisory and managerial experience relating to construction and/or maintenance activities in the building or general construction industry.

2. Highly Desirable

These are not essential to the role, but they will make you more competitive against other applicants. To increase the likelihood of your application being successful, you will need to have at least [some](#) of these.

Qualifications/licences

- Other training, courses and/or qualifications relevant to supervisory or managerial roles in the industry.

Recent hands-on experience (within the last 5 years):

- Direct on-site supervision of the workload of a multi-disciplined trade group.
- Technical knowledge/experience in a field related to the maintenance and/or construction of buildings, structures or building services.
- Maintaining appropriate work site safety procedures, including awareness of work health and safety standards.
- Proficiency in risk assessments and job hazard analyses relating to building and construction works or maintenance.
- Proficiency in using computer based maintenance systems.
- Assessment of site progress against an approved program, including monitoring of progress for compliance with standards and specifications, ensuring that appropriate quality control is achieved.
- The production of reports, documents and summaries using spreadsheet and word processing software.
- Specification and purchase of materials associated with the building maintenance programs and construction of new works.

3. Additional

Should your application be successful, it is useful to have some understanding of any additional licences you have.

- Confined space
- Working Safely at Heights
- Remove non-friable asbestos
- Supervise asbestos removal



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Personal Qualities Criteria

The Australian Antarctic Division assesses individual personal qualities in terms of the attributes required to successfully live and work in an isolated Antarctic or subantarctic community. Successful candidates will meet the personal qualities criteria detailed below. Personal qualities are assessed at a later stage in the assessment process.

1. Demonstrate a strong work ethic

Evidenced by a proven history of efficient, effective, responsive and productive work performance.

Applicants for supervisory positions will be expected to demonstrate supervisory capabilities, including a good knowledge of workplace diversity, workplace relations, work, health and safety and environmental management practices and principles.

2. Demonstrate that they can make a positive contribution to community and team

Evidenced by:

- demonstrating the capacity to cope with physical and emotional isolation and the resilience to overcome hardship;
- demonstrating the capacity to work productively, contribute to the success of small isolated work groups and the overall community including recognising the effect their behaviour has on others;
- demonstrating a capacity to address and resolve issues of conflict;
- demonstrating the capacity to exercise sound judgement;
- demonstrating flexibility, tolerance and acceptance of changing circumstances;
- demonstrating qualities of robustness, motivation and confidence whilst displaying sensitivity, situational awareness and support and respect to fellow workers;
- demonstrating good social skills and taking pride in their appearance and maintaining socially accepted standards of hygiene;
- responsible use of alcohol; and
- not exhibiting behaviour that could endanger others' safety or be seen as being abusive, threatening or offensive to others.

3. Demonstrate that they can respond to authority and are compliant with the law, legislative requirements and AAD policies and procedures

Evidenced by:

- a history of complying with authority and supporting lawful instructions;
- demonstrating a commitment to and compliance with appropriate environmental management policies and practices;
- demonstrating a knowledge and history of compliance with work health and safety practices and principles; and
- recognition of harassment and discrimination issues and demonstrated compliance with associated legislative requirements.

4. Demonstrate a commitment to AAP specific requirements

Evidenced by:

- demonstrating commitment to supporting the Australian Antarctic Science Program;
- demonstrating willingness to participate in "common duties" and activities in support of the community generally; and
- demonstrating commitment to fully participate in all required training and associated activities.

Other Criteria

If you progress through the technical criteria and personal qualities stage of the process, the next stage will require you to undergo medical, psychological and character screening. Meeting and maintaining suitability in relation to these requirements is mandatory.

Medical

The AAD's Polar Medicine Unit will determine your medical fitness for duty in Antarctica or the subantarctic following tests conducted on our behalf by a nominated medical practitioner. If required, this may include comprehensive drug screening for compliance to undertake Safety Sensitive Aviation Activities (SSAA).

Psychological

You may be required to undertake an adaptability assessment.

Character

You will be subject to a police records check.

Training

You must undertake all training requirements as outlined by the AAD.

You will be required to attain the following qualifications/licences prior to commencement with the AAD:

1. A current statement of attainment in the following units of first aid:
 - Provide First Aid (HLTAID003) valid for at least 12 months beyond the date of commencement; and
 - Provide CPR (HLTAID001).

