OVERVIEW OF THE ROLE

The Building Services Supervisor (BSS) is (comparable to a leading hand tradesperson) a working supervisor. The BSS co-ordinates the on-site activities of a small group of multi-skilled trades personnel engaged in all operational aspects of the station buildings and infrastructure such as:

- water production
- power generation
- planned preventative and reactive maintenance needs of the buildings, infrastructure and services.

The trades team consists of a core group of electricians, plumbers and carpenters. Other specialist tradespeople such as boilermakers/welders and riggers are recruited each season depending on work requirements. The BSS must fill one of these hands-on trade roles concurrent with undertaking BSS duties. As BSS you will spend most of your time carrying out your specific trades role (80-90%) as an active part of the trades team, with a short time each week dedicated to the supervisory role.

A key aspect of this role it to ensure that all work is done in a safe and appropriate manner in an Antarctic or sub-Antarctic environment.

Over winter the BSS will be part of the station leadership team and will be required to display attributes that are consistent with such a position. As part of the station leadership team, you will be required to actively work to ensure effective delivery of the overall program and support AAD policies. Specific leadership information and training is provided during the period in Hobart prior to departing for Antarctica. BSS employed in summer jobs are not be part of the station leadership team.

BSSs are employed in winter jobs at Casey, Davis, Mawson and Macquarie Island stations. Summer jobs may be available when required.

When the summer work program is significant, an Engineering Services Supervisor (ESS) is employed to manage the program; the BSS is required to support and work for the ESS. If a work program is sufficiently large or complex, there may be a need to employ summer BSS jobs.

IMPORTANT NOTE: You must also apply for and be found suitable in your trade (carpenter, electrician, plumber, boilermaker/welder, etc.). If you do not complete an application for your trade, your application for BSS will not be assessed.
WHAT YOU WILL DO ON THE JOB

In addition to the duties outlined in your relevant trade job, as a Building Services Supervisor you will also be required to undertake some or all of the following:

- Be an active, hands-on electrician, plumber, carpenter, or other suitable trade qualified personnel. The BSS is a working manager and is required to have not only a trade certificate but also demonstrate significant, recent hands-on trade experience.
- Maintain a personal and practical commitment to AAD work, health and safety (WHS) and environmental policies, setting the example and leading by your actions.
- Lead and co-ordinate the activities of a multi-disciplined trade team (typically 5-8 members) on an Antarctic station or at Macquarie Island that carry out the station’s operational and maintenance activities and as necessary any minor new works.
- Utilise the AAD’s computerised maintenance management system, whilst on station, to determine upcoming maintenance tasks including mandatory requirements, and schedule the relevant trade skills and necessary equipment. You will need to undertake discussions with head office trade supervisors where necessary e.g. when there are competing requirements or limited parts and/or equipment to complete works.
- Monitor and report on progress of the works program. Monthly reports are required for all three core trades, along with a specific monthly BSS report.
- Organise trade support to science programs where necessary.
- As required, support an ESS to manage an extended 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.
Building Services Supervisor - Technical Criteria

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

1. Essential
You can only be selected for this role if you have these essential skills and licences.

1. You will apply, and be found suitable, for a relevant trade job with Australia’s Antarctic Program (carpenter, electrician, plumber, boilermaker/welder, rigger, and/or fitter and turner).

2. Recent hands-on experience (within the last 5 years):
   - Leading, supervising and working as a member of a multi-disciplined trade team.
   - Maintaining appropriate work site safety procedures, including awareness of work health and safety standards.
   - Conducting risk assessments and job hazard analyses relating to building and construction works or maintenance.
   - Assessment of on-site progress against an approved program; monitoring progress for compliance with standards and specifications; ensuring that appropriate quality control is achieved.

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):
- Using computer based maintenance management systems.
- Production of reports, documents and summaries using spreadsheet and word processing software.
- Identification of material required for the maintenance program.
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).

Candidates considered for a role at Macquarie Island may be required to complete a fitness assessment.

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).