



## OVERVIEW OF THE ROLE

As a Carpenter you will maintain station buildings and field huts. This includes carpentry, painting, plastering, tiling, floor covering, glazing and steel erection work. Carpenters are also involved in the mixing and pouring of concrete foundations. They also manage the safe operation of the carpenters' workshop and station hobby hut.

Carpenters work in either summer or winter jobs, and shorter winters may also be an option. Carpenters work at all three Antarctic stations as well as Macquarie Island.

## WHAT YOU WILL DO ON THE JOB

As a Carpenter 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.

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.

# Carpenter - Technical Criteria

These technical criteria are used to assess your application for Carpenter.

## 1. Essential

To apply for this role you must have the skills and licences listed below:

1. **Qualifications/licences** (provide copies in your application):
  - A suitable trade certificate, technical certificate, apprenticeship or recognised equivalent in the building trade group such as Carpenter or Carpenter/Joiner.
  - A White Card (issued after May 2009).
  - A current, unrestricted "C" class (manual) Australian driver's licence.
2. **Recent hands-on experience** (within the last 5 years):
  - Concrete technology, footings and foundations
  - Structural steel erection techniques
  - Site set-out techniques
  - Current building practices and the National Construction Code (NCC)/Building Code of Australia (BCA)
3. Broad general experience within the construction industry (usually at least five years post-trade).

## 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** (provide copies in your application):

- CPCCE3014A Remove Non-Friable Asbestos
- Scaffolding
- Elevated Work Platform
- Working Safely at Heights

All successful Carpenters will need to attain *CPCCE3014A Remove Non-Friable Asbestos* before starting work with the AAD. You do not need this to apply, but please include it in your application if you have it.

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

- Asbestos removal.
- Painting and plastering systems including suspended ceiling systems.
- In-built fire protection of buildings including fire-rated walls, ceilings and doors, and managing safe penetrations.
- Construction and maintenance techniques for cool room style steel/foam insulating panel systems.
- Elevated work platforms, scaffolding and working safely at heights.
- Carpet laying including broadloom and carpet tiles.
- Vinyl laying including tiles and sheet.
- Glazing technology, particularly in regard to double/triple-glazing.
- Safe use and maintenance of woodworking machines, and safe techniques of blade sharpening.
- Ceramic floor tile and wall tile systems.



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### 3. Desirable

These are not essential to the role. To be suitable you do not need any of these, but they may make you more competitive against other applicants.

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

- Furniture maintenance and upholstery.
- Writing reports.
- Installation of computer flooring systems.
- Operation of a computerised maintenance management system.
- Understanding of cold climate building technologies including cold-paths and vapour barriers.

### 4. Additional

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

- Confined space
- Supervise asbestos removal
- Dogging
- Rigging
- Operation of a crane
- Telescopic materials handler
- Dozer
- Loader
- Excavator
- Skid steer loader (Bobcat)
- Skidder
- Forklift

All successful winter Carpenters will need to attain a *Forklift (High Risk) Licence* before starting work with the AAD. You do not need this to apply, but please include it in your application if you have it.



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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).

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).
2. Remove Non-Friable Asbestos (CPCCE3014A).
3. For a winter role, a valid Forklift (High Risk) Licence.



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