

MECHANICAL SERVICES HVAC BALANCING TECHNICIAN



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OVERVIEW OF THE ROLE

As the Mechanical Services Balancing Technician you will be responsible for the balancing of mechanical services air and water systems in all buildings at an Antarctic station. You will also assist other trades as required. Technicians can be employed in either summer or winter jobs; shorter winter opportunities may also arise.

WHAT YOU WILL DO ON THE JOB

As a Mechanical Services Balancing Technician you will be required to undertake the following:

- Balance, fault find and maintain the following building services equipment/systems:
 - Reticulated primary and secondary heating hot water and associated pumping systems;
 - Reticulated potable water and associated pumping systems;
 - Supply, return and exhaust air systems including fans, motorised and manual dampers;
 - Fume cupboards; and
 - Temperature and pressure sensors and control valves.
- Monitor and assist in fine tuning the building management control system.
- Prepare periodic progress reports.
- Prepare and submit end of year system commissioning reports.
- Assist science programs where necessary.

A wintering technician will be required to carry a pager and participate in an on-call roster to respond to out-of-hours pager alarms generated by critical plant and equipment.

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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Mechanical Services Balancing Technician - Technical Criteria

These technical criteria are used to assess your application for Mechanical Services Balancing Technician.

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 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):
 - Balancing reticulated primary and secondary heating hot water and associated pumping systems;
 - Balancing supply and return air systems including fans and motorised and manual dampers;
 - Fume cupboard annual testing requirements;
 - Fault finding and calibration for temperature and pressure sensors;
 - Motorised HHW control valves and motorised air dampers;
 - Experience with building management system hardware and software including installation, fault finding, programming and tuning;
 - Using a Tour and Anderson computerised balancing instrument;
 - Using a Shortridge flow hood;
 - Preparing reports and commissioning information using word processing and spreadsheet software.

2. Highly Desirable

These are not essential to the role, but they will make you more competitive against other applicants. To be successful you will need to have at least some of these.

Qualifications/licences (provide copies in your application):

- A suitable trade certificate, technical certificate, apprenticeship or recognised equivalent in a field associated with mechanical services, additional courses and/or training in the industry.
- Statements of Attainment/licences (provide copies in your application):
 - Working Safely at Heights
 - Confined Space
 - CPCCE3014A Remove Non-Friable Asbestos
 - Supervise Asbestos Removal
 - Dogging
 - Rigging
 - Scaffolding
 - Forklift
 - Elevated Work Platform
 - Working Safely at Heights
 - Confined Space
 - Operation of Crane



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- Telescopic Materials Handler
- Dozer
- Loader
- Excavator
- Skid Steer Loader
- Skidder

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.

4. Additional

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



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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).



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