



OVERVIEW OF THE ROLE

As a Station Mechanical Supervisor (SMS) you will lead the mechanical team in the safe undertaking of all onsite activities. The SMS is accountable for all mechanical operations and decisions on station, with limited Engineering, Technical and Administrative support provided remotely from the Mechanical Section at the Division's head office.

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

As the SMS you are accountable for all the station mechanical operations. This will include:

- the effective operation and mechanical maintenance of power houses, including scheduling shutdown works to ensure maximum availability.
- the preventative maintenance of mobile and stationary mechanical plant to ensure maximum availability, including scheduling works to ensure station operational requirements are met.
- the management of fuel farms, bulk fuel transfers and other fuel and lube storage.
- the management of the mechanical workshop ensuring all activities are carried out in a safe manner.
- the management of mechanical spares and consumable stock with particular attention to critical items that are required to ensure station sustainment.
- the induction and endorsement of expeditioners to safely operate vehicles and mechanical plant.

As well as management and supervision, you will perform some mechanical work and operate equipment as part of the mechanical team. If staying on station as part of the wintering crew you are required to participate in an on-call roster, to respond to out of hours issues – mainly related to the station powerhouse.

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

Station Mechanical Supervisors work in winter jobs at Casey, Davis and Mawson stations.

A Mechanic for Macquarie Island and a Wilkins Aerodrome Diesel Mechanic will also be selected from suitable Expedition Mechanic and/or Station Mechanical Supervisor applicants.

WHAT YOU WILL DO ON THE JOB

As the leader of a team of Mechanical trades personnel, you will be required to oversee the safe on-going operation and maintenance of the station's mobile and stationary plant.

You will manage the planned preventive maintenance program for the station mobile plant, and deal with breakdowns and reactive maintenance needs as they arise.

As a Station Mechanical Supervisor, you will be required to undertake some or all of the following:

- Manage and lead the Mechanical Team on station.
- Contribute to the long-term strategic planning around future facility and vehicle requirements.
- You will ensure the safe undertaking of all onsite activities carried out by the mechanical team, including undertaking risk assessments and making complex decisions around mechanical assets and operations with implications on operational requirements and personal safety.
- Lead the Station Mechanical Team and as a member of the Station Leadership Team, contribute to the effective running of the station, including resolution of people issues.
- Operationally maintain (mechanical component) station power generation facilities and liaise with relevant trade groups regarding power house maintenance requirements.
- Coordinate the preventative and corrective maintenance activities of the mechanical team to maintain mobile and stationary plant and equipment. Taking into consideration the operational requirements and the required availability of the plant.
- Compile monthly, annual and condition reports as required.
- Operate plant and equipment as required (loaders, forklifts, tractors, cranes etc).
- Provide mechanical support to various user groups, including providing technical advice on the most suitable mechanical equipment for their task.
- Provide operator inductions/endorsement on vehicles and plant as required.
- Manage fuel farms, bulk fuel transfers and the storage of lubricants, gas, spare parts and materials.
- Manage mechanical spares and consumable stock.
- Support station and field operations and assist science programs as required. At some stations, this includes preparing and setting up ski landing areas for intracontinental aircraft.
- As part of the station leadership team you will be required to actively work to ensure effective delivery of the overall AAD program and support all AAD policies. This may include scheduling trade personnel for other activities.
- May include but not limited to: modelling appropriate leadership behaviour; supporting the station leader with leadership functions; leading a team of people; and managing individual performance.

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 [Application Process](#) and the [Life as an Expeditioner](#) pages contain critical information about living and working in Antarctica, and must be read in conjunction with this job description prior to applying.

Technical Criteria

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 suitable mechanical trade, certificate III MEM or AUR qualification or recognised equivalent such as motor mechanic, diesel mechanic, plant mechanic, fitter and turner, or auto electrician.
 - A Forklift (High Risk) Licence, or the ability to attain prior to commencement
 - A current, unrestricted “C” class (manual) Australian driver’s licence.
 - A current statement of attainment in the following units of first aid, or the ability to attain prior to commencement:
 - Provide First Aid (HLTAID003) valid for at least 12 months beyond the date of commencement; and
 - Provide CPR (HLTAID001).
2. **Recent experience** (within the last 5 years):
 - Maintaining appropriate work site safety procedures, including knowledge of work health and safety standards.
 - Diesel engine maintenance, diagnostics, repair, and overhaul (such as Caterpillar, Cummins, electronic and non-electronic).
 - Maintenance and repair of heavy plant, including tracked, wheeled and stationary equipment (such as Cat loaders, tractors and excavators, Grove cranes, Komatsu crushers).
 - Managing plant and equipment and workshop facilities and supervision of a mechanical trades team.
3. **Capabilities**
 - Well-developed leadership skills.
 - High level verbal and written communication skills to communicate clearly and effectively across a broad range of stakeholders.
 - Demonstrated planning and scheduling of workshop activities to meet defined targets.
 - Technical knowledge/experience in a field related to the maintenance of mobile plant, including an understanding of appropriate quality control methods and an ability to assess compliance with relevant standards and specifications.
 - Demonstrated capability maintaining appropriate work site safety procedures, including sound knowledge of work health and safety standards.
 - Capability using a variety of technology including computer-based maintenance management systems and OEM diagnostic software.
 - Current or very recent proficiency in risk assessments and job hazard analyses relating to heavy plant maintenance.

2. 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.

Qualifications/licences (provide copies in your application):

- Dogging (DG) licence

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

- Petrol engine maintenance, repair and overhaul;

- Maintenance and repair of medium vehicles and plant, including oversnow vehicles, trucks, forklifts etc;
- Maintenance and repair of light vehicles, including Toyota 4x4 vehicles, Honda all-terrain vehicles etc;
- Maintenance and repair of small plant, including pumps, generator sets, heaters, ice drills, outboard motors etc;
- Installation, commissioning, operation, servicing and maintenance of single and three phase power generation equipment;
- Hydraulic systems;
- Automotive electrics;
- Fitting and machining;
- Welding and metal fabrication;
- Workshop practices, including an understanding of current work health and safety policies;
- Maintenance of stock inventories including stocktaking, reordering spares and consumables etc.; and
- Preparation of monthly and annual reports.

Additional

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

Qualifications/licences (provide copies in your application):

- Current Heavy Rigid (HR) driver's licence valid in Australia
- Forklift
- Confined space
- Dozer
- Elevated Work Platform
- Excavator
- Loader
- Operation of a crane
- Rigging
- Skidder
- Skid steer loader (Bobcat)
- Telescopic materials handler
- Working Safely at Heights



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Personal Qualities Criteria

The Australian Antarctic Division assesses the personal qualities required to successfully live and work in an isolated Antarctic or sub Antarctic community. Successful candidates need to demonstrate the personal qualities criteria detailed below and this will be assessed during the selection process.

WORK QUALITIES

The personal qualities that relate to an expeditioner being able to effectively complete their work.

Versatile

Expeditioners should be able to change their processes to meet changes in their work, though they should recognise when this is impractical or unsafe. Expeditioners should be able to manage work responsibilities alongside community interests and personal time.

Proactive

Expeditioners should be able to anticipate and take control of situations rather than simply waiting to respond to a situation or task. They should demonstrate initiative in the completion of tasks which may be distinct from their work duties, including broader AAP tasks including support to science and social or community issues.

Focus on Excellence

Expeditioners should be self-motivated and have a strong sense of their self-worth without being overconfident or obnoxious. They should feel pride in the completion of work to a high standard but maintain a drive for continued improvement, both as an individual and a community. They should recognise the value which a collective sense of excellence provides and be an active contributor to it by giving and receiving constructive feedback.

COMMUNITY QUALITIES

The personal qualities that relate to an expeditioner being committed to the organization, its mission and its work.

Emotional Intelligence

Expeditioners should be able to understand and manage the emotional and physical impacts of their actions on their colleagues. In addition, they should also be able to differentiate between the intent and outcome of their colleagues' actions. Expeditioners understanding of their emotions, and the emotions of their colleagues should translate to actions which minimise conflicts and further community outcomes.

Community Mindedness

Expeditioners should be self-sufficient, but they should also be comfortable living and working alongside one another, while acknowledging and celebrating their differences. They should strive to contribute toward team outcomes which build the community while also maintaining their work responsibilities. Expeditioners should value a sense of harmony within the community but be able to respond to episodes of disharmony in a manner which is respectful of the individuals involved and builds the community

Self-Leadership



Expeditioners should show an appreciation of the work completed by their colleagues and identify areas for improvement and growth in a considered and community-focused approach. Expeditioners should be able to adapt their personal style to deal with different workplace situations, e.g., from business-as-usual activities to those required to deal with a crisis on station including those situations that require their particular skills or expertise and those of a more general nature.

Expeditioners in a formal leadership role should also understand the need to build the team by empowering individuals but also be able to direct the team's actions when the situation warrants. They will be able to support the team by helping them understand their role in achieving the team's outcomes, especially in situations where outcomes may be unclear.

Assertiveness

Expeditioners should feel comfortable expressing their views and should recognise how and when it is appropriate to do so. They should be willing and able to ask questions and seek-out answers. Expeditioners should value one another's feedback and, where appropriate, they should reach a consensus before acting.

ORGANISATION QUALITIES

The personal qualities that relate to an expeditioner being committed to the organization, its mission and its work.

Flexibility

Expeditioners should be flexible in their thought processes, procedures, and interpretations. They should recognise the complexity of situations and understand how this impacts their responses. They should also recognise how the unique nature of the AAP environment may lead to differences in the application of generic work procedures and practices in Antarctica.

Organisational Alignment

Expeditioners should value their work and understand how it contributes to the work the AAP is doing to support Australia's interests in the Antarctic. They should recognise the value of Antarctic science and Australia's continued presence in Antarctica. Expeditioners should identify with the values of the organisation and with a shared responsibility, actively contribute toward its evolution through feedback and engagement.

Safety Commitment

Expeditioners should demonstrate a proactive commitment to safety and adherence to safety guidelines. They should understand the importance of safety procedures and be prepared to work within these to deliver outcomes safely and effectively. They should actively promote the use of safety procedures to contribute toward the development of a safety-oriented workplace.



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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).

As this role will require you to be involved in a Safety Sensitive Aviation Activities, a condition of employment is that you will be required to participate in drug and alcohol screening of urine and/or saliva samples.

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.



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