



Australian Government

Department of the Environment and Energy

Australian Antarctic Division

## BUILDING SERVICES SUPERVISOR

### OVERVIEW OF THE ROLE

The Building Services Supervisor (BSS) is responsible for supervising and hands-on co-ordination of the on-site activities of a small group of multi-skilled trades personnel (known as the trades team). The priority of this role is to ensure that all works are undertaken in a safe and appropriate manner working in an Antarctic or subantarctic environment. BSS are employed at all three Antarctic stations and at Macquarie Island.

BSS are usually employed for an Antarctic winter season – generally a minimum of fifteen months duration, consisting of up to three months in Hobart for pre-departure training and approximately twelve months in Antarctica or at Macquarie Island. Occasionally summer-only positions are offered. The summer BSS role is approximately six months in duration consisting of up to one month in Hobart for pre-departure training and generally at least five months away in Antarctica or Macquarie Island.

An Antarctic station trades team consists of a core group of electricians, plumbers and carpenters. Other specialist tradespeople such as mechanical services technicians, painters, boilermakers, welders and riggers are recruited each season depending on project requirements. *The BSS must fill one of these hands-on trade roles concurrent with undertaking BSS duties.*

This trades team is typically engaged in all operational aspects of the station buildings and infrastructure (for example water production and power generation) along with the planned preventative and reactive maintenance needs of the buildings, infrastructure and services. Occasionally there may also be programmed refurbishment projects or construction of new works over the winter period.

Over the summer period, there will typically be a much larger and more diversely skilled trades team. It is during this summer period that much of the outdoor planned preventative maintenance, along with new construction works is undertaken.

When the summer work program is significant, an Engineering Services Supervisor (ESS) is employed to manage the program; the BSS is required to support the ESS. In instances when the program is sufficiently large or complex, there may be a need for summer BSS personnel to provide additional project or supervisory assistance to the ESS.

A wintering BSS will be part of the station leadership team and will be required to display attributes that are consistent with such a position.

### HOW TO APPLY

You must complete the online application for the BSS position, but **YOU MUST ALSO COMPLETE THE ONLINE APPLICATION FOR YOUR TRADE** of carpenter, electrician, plumber, rigger, boilermaker/welder, fitter and turner, concreter, refrigeration mechanic or mechanical services balancing technician. This will assist the Australian Antarctic Division (AAD) in considering you for the role of BSS and will also enable the AAD to consider you for non-supervisory trade positions.

## **WHAT WILL YOU ACTUALLY DO ON THE JOB?**

As the BSS you will:

- Lead and co-ordinate the activities of a multi-disciplined trade team (typically 5-8 members) on an Antarctic station or at Macquarie Island – this may include a period where you are supporting an ESS to manage an extended summer work program.
- 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.
- Maintain a personal and practical commitment to AAD work, health and safety (WHS) and environmental policies, setting the example and leading by your actions.
- Be an active, hands-on carpenter, electrician, plumber, rigger, boilermaker/welder, concreter, fitter and turner, refrigeration mechanic or mechanical services balancing technician. 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.

As a wintering BSS, and depending on your trade, you may 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.

Wintering BSS expeditioners will also be part of the station leadership team and 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. Summering BSS expeditioners will not be part of the station leadership team.

As well as these specific job roles you will, in common with all other expeditioners, 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. You will also work in areas outside of your primary trade, for example providing assistance to other trade areas, or participating in general labouring tasks such as clearing snow or handling cargo.

## **REQUIRED SKILLS, KNOWLEDGE AND ATTRIBUTES**

Successful candidates will demonstrate specific knowledge, experience and capability in relation to:

- Maintaining appropriate work site safety procedures, including awareness of work health and safety standards.
- Current proficiency in conducting risk assessments and job hazard analyses relating to building and construction works or maintenance.
- Leading, supervising and working as a member of a multi-disciplined trade team.
- Assessment of on-site progress against an approved program; monitoring progress for compliance with standards and specifications; ensuring that appropriate quality control is achieved.
- 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.

#### **Qualifications and Licences - Required on Application**

**You must provide evidence of all relevant qualifications and licences in your application for your specific trade. Preferably attach a scanned copy. Otherwise, you must provide detail of the full title of the qualification/licence, date of issue and date of expiration (if relevant). Please note that if you do not provide evidence of required qualifications and licences, your application will not be considered further.**

- You will have a relevant trade certificate and will also have hands-on trade experience in the building industry in the last 5 years.

#### **Qualifications and Licences - Required on Commencement with the AAD**

- You must have 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).
- You will have successfully completed a nationally recognised construction industry safety induction unit and hold a current White Card (or nationally recognised equivalent).
- You will hold a current, unrestricted "C" class (manual) Australian driver's licence.

#### **Qualifications and Licences - Desirable**

- Specific courses and/or training relating to supervisory or managerial roles in the industry may be an advantage, but are not essential.
- Statements of attainment or licences in the following are highly desirable, however not required: working safely at heights; confined space; remove non-friable asbestos; supervise asbestos removal; dogging; rigging; scaffolding; forklift; elevated work platform; and operation of crane, telescopic materials handler, dozer, loader, excavator, skid steer loader, skidder.

#### **Personal Qualities Requirements**

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 in Attachment 1.

#### **Medical, Psychological and Security Screening**

If you are assessed as meeting the above job related and personal quality requirements, you will be required to undergo medical, psychological and security screening. Meeting and maintaining suitability in relation to these requirements is mandatory.

- 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 assessments are conducted on our behalf by a nominated professional provider.

- Security checks vary depending on the position. This may be limited to a police records check.
- Candidates considered for a role at Macquarie Island may be required to complete a fitness assessment.

### **WORKING CONDITIONS - SPECIAL CONSIDERATIONS**

Hazards that exist at the work site are controlled by various methodologies and will be discussed during your training. The isolation of Antarctica and the nature of the physical environment will require the employee to work in the following conditions:

- Outside in cold and dry conditions (as low as -45 deg Celsius).
- Outside in cold and wet conditions.
- Both high and low solar ultraviolet radiation exposure.
- On continental stations the nature of the environment increases the risk of slip hazards.
- The nature of the environment on Macquarie Island potentially increases the likelihood of muscular skeletal type injuries.
- Exposure to noise generated by aircraft and some items of plant that may exceed recommended exposure limits.
- Remote and isolated community living comes with:
  - Limited sophistication of medical support.
  - Limited scope for medical evacuation - if at all possible evacuation is likely to be delayed and prolonged.
  - Stressors of close communal living.

The built environment may require the employee to engage in work involving the following activities. The AAD provides suitable risk control measures and training for all such activities including a requirement to use personal protective equipment (PPE) for certain tasks and activities.

- Manual handling tasks, including handling dangerous goods.
- Working at heights.
- Asbestos removal. (You will be advised if your position will involve asbestos removal. In this case you will be required to undergo health monitoring. An initial baseline medical assessment will be conducted as part of the AAD's medical screening process.)
- Operation of heavy plant and industrial equipment.
- Vibration may be experienced when travelling or operating mobile plant.
- Confined space work.
- Work involving exposure to dust.
- Work on raw sewage treatment systems.
- Work involving the use of respiratory protection. Individuals involved in this work may be required to be clean shaven.

## PERSONAL QUALITIES CRITERIA

### Successful applicants will:

- **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.

- **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.

- **DEMONSTRATE THAT THEY RESPOND TO AUTHORITY AND ARE COMPLIANT WITH THE LAW, LEGISLATIVE REQUIREMENTS AND AAP 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.

- **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.