



Australian Government

Department of Sustainability, Environment, Water, Population and Communities
Australian Antarctic Division

BUILDING SERVICES SUPERVISOR

Overview of the Role

The Building Services Supervisor (BSS) is typically employed for a 12 month long wintering position - although occasionally 6 month summer only positions are offered. The BSS is responsible for supervising and co-ordinating the on-site activities of a small group of multi-skilled trades personnel. The priority of this role is to ensure that all works are undertaken in a safe and appropriate manner for working in an Antarctic or subantarctic environment.

For the winter period, for the three Antarctic stations, the trades group will typically consist of two electricians, two plumbers and a carpenter and you will be required to fill one of these five roles. At Macquarie Island, there is one of each of these three trades and you will be expected to also fill one of these three positions.

This trades group is typically engaged in all operational aspects of the station buildings and infrastructure (water production, power generation, etc.) 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 group. It is during this summer period that as much of the external planned preventative maintenance, along with new construction works are undertaken.

When the summer work program is significant, an Engineering Services Supervisor (ESS) is employed to manage the program. In such an instance, you will be required to support the ESS, who is responsible for the overall summer works program. Furthermore, in instances when the program is sufficiently large or complex, there may also be a need for additional summer BSS personnel to provide additional project or task supervisory assistance to the ESS.

The wintering BSS role is generally a minimum 15 month duration, which consists of up to 3 months in Hobart for pre-departure training and generally at least 12 months away in Antarctica or at Macquarie Island.

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

The summer BSS role is approximately 6 months duration consisting of up to 1 month in Hobart for pre-departure training and generally at least 5 months away in Antarctica or Macquarie Island.

Note: *This role is more than a supervisory one, you will be expected to be one of the hands-on trades personnel for station, and you must demonstrate current capability for a relevant trade as well as for the BSS role.*

In preparing your application and answering the questions in the online submission, please supply comprehensive information outlining your hands-on trade experience as well as information detailing your experience as a supervisor. Refer to the relevant AAD trade job description (electrician, instrument electrician, carpenter or plumber) for guidance on trade skills requirements.

What will you actually do on the job?

As the Building Services Supervisor (winter):

- You will co-ordinate the activities of a multi-disciplined trade group on station over your stint in Antarctica or at Macquarie Island – this may or may not include a period where you are supporting the Engineering Services Supervisor to manage an extended summer work program.

Your head office supervisors will provide you with the work priority and the computerised maintenance system will provide monthly lists of programmed preventative and mandatory maintenance requirements and works.

- You will 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. Where necessary, you will need to undertake discussions with head office trade supervisors when there are competing requirements or limited parts and/or equipment to complete works.
- It may also be necessary for you to act as the Engineering Services Supervisor's deputy over the summer period.
- You will be required to monitor and report on progress of the works program. Monthly reports are required for all three main trades, along with a specific monthly BBS report.
- Organise trade support to science programs when necessary.

As the Building Services Supervisor (summer only role):

- You will co-ordinate the activities of a multi-disciplined trade group to undertake specific tasks or projects as directed by the Engineering Services Supervisor.

You are required to maintain a personal and practical commitment to the AAD's WHS and Environmental Policies. Again, you are expected to set the example and lead by your actions.

A major part of the BSS role is to also be one of the hands-on trades personnel and you will undertake the role of either: electrician, plumber or carpenter. The BSS is a working manager and is required to have not only a trade certificate in either plumbing, carpentry or electrical but also considerable recent hands-on experience.

Wintering BSS positions will also be part of the station leadership team and be required to actively work to ensure effective delivery of the overall program and support all AAD policies. There is specific leadership information and training allocated during the pre-departure period. Summering BSS positions will not be part of the station leadership team.

As well as these specific job roles you will also be required, in common with all other expeditioners, to perform duties rostered by the station leader 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.

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.

Required Skills, Knowledge and Attributes

You will demonstrate specific knowledge and experience with:

- Work site safety procedures, awareness of Commonwealth Work Health and Safety standards.
- Current or very recent proficiency in risk assessments and job hazard analyses relating to building and construction works or maintenance
- Supervision of the workload of a multi-disciplined trade group.
- 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 systems.
- Production of reports, documents and summaries using spreadsheet and word processing software.
- Identification of material required for the maintenance program.
- Other skills of use in an isolated Antarctic community.

Specific courses and/or training relating to supervisory or managerial roles in the industry will be an advantage, but not deemed mandatory

Qualifications & Licences

- You will have a trade certificate as an electrician, plumber or carpenter and also have current or recent hands-on trade experience in the building industry.
- 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, "C" class (manual) Australian driver's license.
- You will have a current statement of attainment in the following units of first aid - Apply First Aid (HLTFA301B) and Perform CPR (HLTCPR201A).

Personal Qualities Requirements

As a member of a small community there are also personal attribute requirements which the Australian Antarctic Division assesses very closely. You will need to meet the personal qualities criteria listed below.

To be successful you will:

- demonstrate a strong work ethic.
- demonstrate that you can make a positive contribution to the community and team.
- demonstrate that you respond to authority and are compliant with the law, legislative requirements and AAD policies and procedures.
- demonstrate a commitment to Australian Antarctic program specific requirements.

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 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 role required. This may be limited to a police records check.