



Australian Government

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

ENGINEERING SERVICES SUPERVISOR

Overview of the Role

The primary function of the Engineering Services Supervisor (ESS) is to schedule and supervise the safe undertaking of all on-site activities carried out by a group of trades personnel over the “summer” period.

As the leader of this team of trade personnel, you will be required to oversee the safe on-going operation of the station’s buildings, infrastructure and services. These operational activities will include power generation, water production and supply, wastewater treatment, station heating, etc. Additionally you will manage the planned preventive maintenance program for the station, and deal with breakdowns and reactive maintenance needs as they arise. Typically much of the outside maintenance needs and refurbishment works, along with any new construction works are undertaken during the summer months.

This group of approximately 20 trade personnel for summer will typically consist of: electricians, plumbers, carpenters, plant operators, technical officers and other associated building & construction trades (painters, boilermakers, etc.).

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

There will be at least one Building Services Supervisor (BSS) to provide managerial and supervisory support to you over the summer work program. The BSS will undertake the overall supervisory role during the winter months when there is a much smaller trades team and station population.

In instances where the summer program is sufficiently large or complex, there may be other summer BSS personnel to provide you with additional project or task supervisory assistance, as well as specific job expertise.

The Engineering Services Supervisor position is only available for a duration of approximately 8 months, consisting of about 2 month pre-departure training and up to 6 months in Antarctica. This two month pre-departure stint at Kingston will also include ESS position specific briefings on work priorities, computerised maintenance system, as well as the general Antarctic training needs.

Your priority is to ensure all works are carried out in a safe and proper manner.

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

What will you actually do on the job?

Prior to departure:

- Supervise the workload/training program of a multi-disciplined trade group at head office prior to departure.
- 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.
- You may be required to assist in the requisition of materials and equipment needed for the completion of the summer work program.

Whilst on station:

- You will co-ordinate the activities of a multi-disciplined trade group on station over your stint in Antarctica or at Macquarie Island – you will have the support of the Building Services Supervisor in undertaking this role.
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.
- You will be required to monitor and report the progress of the summer works program, including preparation of a detailed end of season report. It is expected that monthly written progress reports be provided and monthly video conference hook-ups with the various head office trade supervisors will be scheduled.
- 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.
- From time to time, you may need to organise trade support to science programs. Many of the key science programs will involve trades support. The level of support is typically spelt out in service level agreements and you will be briefed on these activities prior to departure.

You are required to maintain a personal and practical commitment to the AAD's Work Health and Safety (WHS) and Environmental Policies. The safety and environmental roles and responsibilities relevant to your position will be communicated to you by your supervisor at head office (Kingston) prior to your departure to station. You are expected to set the example and lead by your actions.

As well as these specific job roles you will also be required to, in common with all other expeditioners, 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.

Required Skills, Knowledge and Attributes

You must have current or recent managerial and supervisory experience relating to construction and/or maintenance activities in the building or general construction industry.

Additionally, you will demonstrate specific knowledge and experience of:

- work site safety procedures and an awareness of Australian Government 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.
- extensive use of computer based maintenance systems
- assessment of site progress against an approved program, including monitoring of progress for compliance with standards and specifications, ensuring that appropriate quality control is achieved.
- the production of reports, documents and summaries using spreadsheet and word processing software.
- identification and purchase of materials associated with the building maintenance programs and construction of new works.
- any other skills of use in an isolated Antarctic community.

Qualifications & Licences

- You will have a suitable Engineering, Trade or Technical certificate.
- 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).

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

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.