



Role Description

Title	Base Mechanic		
Manager's Title	Engineering Supervisor	Date of Last Review	February 2026
Team	Engineering	Location	Scott Base
Work Environment	This role will require the incumbent to travel to Antarctica for an extended period which requires a medical clearance.		

Organisational Context

Antarctica New Zealand is a Crown Entity established in 1996 under the New Zealand Antarctic Institute Act to develop, manage and execute New Zealand's activities in respect of Antarctica and the Southern Ocean.

Our key activities include facilitating scientific research in Antarctica, protection of the environment and raising public awareness of the global significance of the continent and surrounding Southern Ocean.

Antarctica New Zealand operates in a hazardous environment. The management of safety and risk are critical to achieving the New Zealand Antarctic programme objectives. The highest standards of environmental care and responsibility are required in all tasks.

The Engineering team are responsible for ensuring that Scott Base and its assets are well maintained and operated to support New Zealand's ongoing activities in Antarctica.

Our Goal for New Zealanders

New Zealand continues to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural reserve devoted to peace and science.

Role Purpose

This role is responsible for maintaining vehicles, generators and equipment at Scott Base and ensuring they are operated safely. The role also provides training and inductions to staff and visiting personnel.

Work of Role

- Complete preventative and corrective inspections; servicing of plant/vehicles and diagnose and repair of faults. This includes petrol- and diesel-powered assets including:
 - A fleet of Toyota Land Cruisers (70 Series)
 - Heavy plant (including Caterpillar D4 and D6, excavator, wheel loader)
 - Utility vehicles (Merlo compact telehandler, quad bikes)
 - Specialist tracked snow vehicles (Hagglunds, Pisten Bullys, Skidoos)
 - Assist with maintenance of 3 x diesel generators (Cat 3406)
 - Maintenance of diesel and petrol powered portable equipment (e.g. Honda generators, petrol powered drills)



- Provide vehicle training and inductions for staff and visiting personnel including assessing competency and providing ongoing coaching in safe vehicle use.
- Provide visiting personnel support to set up and operate their own mechanical equipment.
- Provide assistance to field parties with vehicle and equipment diagnostics and repair.
- Maintain a clean and safe work environment and ensure yard and storage areas are kept organised.
- Use our asset management software to plan, execute and record all routine and non-routine maintenance or improvement work undertaken.
- Maintain inventory records, undertake stocktake duties as required and assist with procurement plans.
- Handle fuel, waste oil and other fluids safely and in accordance with Antarctica New Zealand procedures and relevant legislation.
- Assists other team members and contributes to the overall base community.
- Support visiting contractors with asset maintenance and servicing work.
- Rostered duties on the Scott Base Fire Crew and other base tasks as required.
- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm.
- Fulfil accountabilities as described in the Information and Records Management Policy for creating and centrally storing accurate and complete records.
- Any other tasks assigned by the Engineering Supervisor or the Scott Base Leadership Team.

Key Challenges

- Maintenance of a diverse range of unique plant and vehicles which operate in a harsh environment.
- Operating in a two-person team during the summer months to prioritise and complete work in a shared workshop with no hierarchy, utilising individual strengths.
- Working in challenging climatic conditions while continually considering environmental impacts.
- Ability to maintain a positive outlook while under pressure and responding to rapidly changing priorities.
- Maintaining a customer service focus while managing the demands of visiting personnel who require support.
- Maintaining motivation and work quality (including repetitive tasks) 6 days a week for up to 13 months. This may include proactively seeking work during quieter periods.
- Resilient to living in a small communal environment for up to 13 months (e.g. shared bunk rooms, communal bathrooms etc).
- The location and role may place pressure on the physical and mental well-being of the incumbent (e.g. at time long work hours, 24-hour daylight/darkness); the incumbent's family and other close relationships.

Key Functional Relationships

Internal	<ul style="list-style-type: none">• Engineering Supervisor• Scott Base Leadership Team• Operations Solutions Manager• Engineering Facilities Planner• Asset Management Engineers• Operations Delivery Manager• Scott Base staff
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External	<ul style="list-style-type: none">• Event personnel visiting Scott Base• United States Antarctic Programme personnel
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Minimum Capability Necessary to Work to Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none">• A New Zealand Trade Certificate (or recognised equivalent) in Automotive Engineering.• Hold a current First Aid qualification (Unit Standard 6401, 6402).• Hold a current full Class 1 and 2 New Zealand Driver Licence with W, T and R endorsements (Unit Standards 16701, 16703, 16702), and experienced in operation of vehicles with manual gearbox.• Hold a current Forklift operator's certificate (Unit Standard 10851).• Hold a current Rigging/Slinging certification (Unit Standard 30072).• Be certified as 'medically fit' by Antarctica New Zealand's Medical Assessor. <p>Preferably:</p> <ul style="list-style-type: none">• Hold Truck Loader Crane / HIAB Unit Standard 16617 or 3795.• Hold a current Telehandler operator's certificate (Unit Standard 23637).
Knowledge, Skills and Experience	<ul style="list-style-type: none">• At least 5 years post-qualification experience.• Proficiency in computer use, particularly for record keeping.• Understanding of and commitment to tikanga and Te Tiriti o Waitangi (Treaty of Waitangi) principles• Preferably experienced in:<ul style="list-style-type: none">• Heavy plant operation and maintenance• Automotive electronics and hydraulics• Specialist snow vehicles (e.g. Skidoos, Pisten Bullys)• Training and inducting personnel to vehicle operation
Judgement, Temperament and Influence	<ul style="list-style-type: none">• Demonstrates the personal qualities required to fit in socially and professionally with a diverse range of people in a potentially stressful environment.• Able to work without direct supervision.• Excellent communication skills• Able to work closely in a shared workshop and divide/prioritise tasks as required.• Ability to accept/provide feedback



Antarctica New Zealand Values

To honour our obligation to Antarctica:

- **We are proactive and passionate about what we do**
E ngākau whiwhita ana, e ngākaunui ana hoki tātou ki ā tātou mahi katoa
- **We take responsibility for each other and the environment**
Nō tatou te haepapa kite tiakii a tatou anōme te taiaohoki
- **We work together to achieve success**
Ka mahi tahi tātou kia angitu ai
- **We always act with integrity**
He ngākau pono ō tātou ahakoa te aha
- **We pursue excellence in everything we do**
Ka whāia e tātou te iti kahurangi i ā tātou mahi katoa

Role Authorisations

I confirm that this Role Description accurately describes the work of the Base Mechanic:

Operations Delivery Manager

Date

I accept this Role Description accurately describes the work of the role for which I am accountable:

Base Mechanic

Date