



Role Description

Title	Base Carpenter		
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 on 1 July 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 ensuring that the Antarctica New Zealand buildings at Scott Base, and in the field are functional and well maintained. The role is also responsible for maintaining the fire response equipment (fire extinguishers, Breathing Apparatus (BA), radios) at Scott Base and supporting with project work as required.

Work of Role

- Undertake routine work which includes:
 - Performing preventative and corrective building maintenance to specified standards.
 - Conducting scheduled condition assessment inspections of buildings, field assets and portable huts.
 - Managing fire response assets – weekly Breathing Apparatus checks, rotation of radios and structural fire-fighting clothing.
 - Managing the >200 fire extinguishers within Antarctica NZ and Antarctic Heritage Trust infrastructure on Ross Island – including Monthly checks, and annual rotation of extinguisher back to New Zealand for certification and repair.



- Issuing of equipment to visiting field parties.
- Use our asset management software to plan, execute and record all preventative and corrective maintenance work undertaken.
- Provide visiting events with carpentry support and assist other team members as required.
- Provide assistance to improvement projects as required including finishing works e.g. replace floor coverings, stopping and painting.
- Maintain carpentry inventory records, undertake stocktake duties as required and assist with procurement plans.
- Manage access to the carpenter's workshop, including providing workshop and tool inductions to other users.
- Support any minor asbestos work in accordance with Antarctica New Zealand's Asbestos Management Plan and procedures.
- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems including proactive management of risks and resources to prevent harm.
- Maintain a clean and safe work environment and ensure storage areas are kept organised. Assist other team members and contributes to the overall base community.
- Rostered duties on the Scott Base Fire Crew and other base tasks as required.
- 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 Scott Base buildings and remote structures which exist in a harsh environment.
- 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 motivation and work quality (including repetitive maintenance 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 rooms, communal bathrooms etc.).
- The location and role may place pressure on the physical and mental well-being of the incumbent (e.g. at times 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• Engineering Facilities Planner• Operations Solutions Manager• Asset Engineers• Operations Delivery Manager• Scott Base staff
External	<ul style="list-style-type: none">• Event personnel visiting Scott Base• United States Antarctic Programme personnel



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 the building industry.• Hold a current First Aid qualification (Unit Standard 6401, 6402).• Hold a current Working at Heights qualification (Unit Standards 17600, 15757, 23229).• Hold a current confined space and gas detection qualification (Unit Standards 17599, 18426).• Hold a current Full New Zealand Driver Licence (Class 1) and experienced in operation of vehicles with manual gearbox.• Be certified as 'medically fit' by Antarctica New Zealand's Medical Assessor. <p>Preferably:</p> <ul style="list-style-type: none">• Hold a current Forklift operator's certificate (Unit Standard 10851) and/or Telehandler operator's certificate (Unit Standard 23637).• Hold a current Approved Filler Compliance certificate.• Hold a current MEWP operators certificate (Unit Standards 23962, 23966, 23960)
Knowledge, Skills and Experience	<ul style="list-style-type: none">• At least 5 years post-qualification experience in building construction or maintenance in the residential or commercial sector.• Excellent computer literacy skills (MS Outlook, Word and Excel).• Experienced in:<ul style="list-style-type: none">• Interior and exterior maintenance including painting• Fire rated walls• Gib fixing/stopping• Preferably have experience in:<ul style="list-style-type: none">• Carpet and vinyl laying• Freezer panel work• Joinery• Understanding of and commitment to tikanga and Te Tiriti o Waitangi (Treaty of Waitangi) principles
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• 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 Carpenter:

Operations Delivery Manager

Date

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

Base Carpenter

Date