



Role Description

Title	Fleet Manager, Scott Base - Fixed Term	Incumbent	Vacant
Manager's Title	GM, Antarctic Infrastructure	Date of Last Review	March 2026
Team	Assets and Engineering	Location	Office based Seasonal deployment to Antarctica
Work Environment	This role will require the incumbent to travel to Antarctica for an extended period which requires 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 overarching organisational goal is to continue to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural reserve devoted to peace and science. We do this by facilitating high-quality scientific research in Antarctica and supporting initiatives to protect the environment. Other key activities include the operation of Scott Base; managing logistics to, from and within Antarctica; and raising public awareness of the global significance of the continent and surrounding Southern Ocean.

Business Unit Purpose

The Assets and Engineering team is responsible for the safe and effective management of all Scott Base facilities, infrastructure and assets, as well as delivery of the Scott Base Redevelopment project.

Role Purpose

The Fleet Manager plans, coordinates, maintains and controls the safe operation and use of AntNZ's fleet, mobile plant and specialist equipment supporting Scott Base BAU operations and the Scott Base Redevelopment (Main Base and Wind Farm) programmes. The role ensures assets are maintained to a high standard, meet environmental and safety obligations (including Antarctic requirements), and are optimised to support scientific, logistical and construction activities in a remote, high-consequence environment.

The Fleet Manager is the primary point of accountability for AntNZ-controlled plant decisions, acting as the authorised gateway for equipment access, allocation approvals and lifecycle decisions (within delegated authority), with clear escalation where priorities conflict.

Work of Role

Governance, Allocation Control and Access Rules (core accountability)

- Maintain an integrated **allocation schedule** across BAU and SBR/Wind Farm, reflecting shipping windows, operator competency/availability, maintenance windows and forecast usage peaks
- Set access rules (booking lead times for construction plant, eligibility, competencies/endorsements, inductions, permit-to-work and operating envelopes, handover/defect reporting, escalation routes)
- Approve/decline equipment requests based on safety readiness, suitability, whole-of-base impact, critical path needs, fairness and asset protection
- Run regular fleet/plant allocation meetings (weekly in peak season) to resolve clashes and confirm forward plans



- Provide information the single source of truth for bookings, asset status/location, readiness/availability and operator authorisations

Maintenance Planning, Reliability and Compliance (CMMS discipline)

- Produce preventive maintenance actions aligned to OEM guidance/**environmental conditions**, statutory checks (where applicable) and Antarctic duty cycles
- Operate readiness gates so plant is only released when inspections are current, critical defects are controlled/rectified and required documentation is complete.
- Coordinate maintenance execution across Christchurch and on-ice teams to maximise availability
- Manage critical breakdown response, triage and recovery planning (including contingency options and critical spares strategy)
- Lead Fleet RCA investigations, and lessons learned processes ensure finding are well documented and communicated
- Ensure records are complete for audit/assurance, warranties, investigations and resale valuation

Utilisation, Performance Reporting and Cost Recovery

- Maintain utilisation records (run hours, idle time, user/project coding, location/duty context, faults where available)
- Implement transparent cost recovery where applicable (rate model, chargeable idle time/late cancellations, damage attribution).
- Provide reporting suitable for governance: availability/utilisation by BAU/project, downtime drivers and actions, maintenance compliance, cost recovery, and forward constraints/pinch points

Lifecycle Management, Procurement Input and End-of-Life/resale

- Manage lifecycle planning from selection/procurement input (or hire strategy) through deployment, operation, refurbishment/replacement and disposal
- Prepare annual renewals/replacement strategy, standardisation opportunities and obsolescence/supportability planning for specialist equipment
- Lead resale preparation (condition improvement, full-service history/inspection evidence, documentation packs/parts inventory)

Health, Safety and Environmental Compliance Leadership

- Ensure equipment use aligns with AntNZ H&S requirements, Antarctic environmental obligations and on-ice operational controls (permits, fatigue, access zones)
- Maintain operator competency and authorisation controls (licences/endorsements, task signoffs, high-risk operating envelopes)
- Lead/support pre-season readiness checks, risk assessments, incident/near miss investigation and corrective actions

Contractor, Supplier and Vendor Management

- Control interfaces between BAU, projects and contractors to prevent double-booking, informal allocation and misuse
- Manage OEM/service relationships, warranties, parts procurement and long lead risks, and hire arrangements where used
- Ensure supplier/contractor work is captured in AntNZ systems (work evidence, compliance docs, approved configuration changes)
- Systems, Data and Continuous Improvement (AMS/CMMS)
- Ensure all fleet/plant/attachments are recorded and maintained in AMS and CMMS (complete register, correct hierarchy/attributes, location/condition/ownership, linked maintenance plans)
- Maintain fit-for-purpose tools and processes (booking system, telematics where feasible, standard checklists, defect reporting)
- Drive improvement to reduce idle time and preventable breakdowns, improve allocation fairness and data/reporting confidence



Deployment to Antarctica

- Typically **xx** weeks per Antarctic season (plus additional travel as required) to conduct inspections, support operations, confirm asset condition and readiness, and ensure continuity across on-ice and Christchurch-based teams

Key Challenges

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Key Functional Relationships

Internal	<ul style="list-style-type: none"> • Scott Base Leadership Team • Scott Base Operations / Engineering / Logistics teams • Infrastructure Team • Health, Safety and Environmental Manager • Procurement and Finance Teams • OT/IT teams (where plant intersects with telemetry, controls and communications managed the through IT security)
External	<ul style="list-style-type: none"> • Contractors, OEMs, service agents and specialist suppliers

Minimum Capability Necessary to Work to Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • NZ Cert in Automotive/Heavy/Light Engineering or Mechanics • NZ Cert in Automotive Electrical Engineering (desirable)
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Proven fleet and/or heavy plant management experience (maintenance planning, compliance records, lifecycle decisions) • Practical understanding of plant use in construction and operations, and of managing competing priorities • Trade/mechanical background or strong mechanical aptitude • Remote/cold-environment logistics experience (Antarctic/Arctic/offshore/remote mining/defence) • Familiarity with CMMS/AMS configuration, utilisation analytics and telematics • Exposure to structured H&S systems (eg ISO 45001) and investigation/assurance practices
Judgement, Temperament and Influence	<ul style="list-style-type: none"> • Strong planning and communication skills; able to make and defend decisions under pressure • Demonstrated safety leadership and willingness to stop/decline unsafe equipment use • Willingness and ability to deploy to Antarctica seasonally



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 Fleet Manager, Fixed Term:

GM Antarctic Infrastructure

Date

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

Date