

Role Charter

POSITION:	TEAM LEADER – BUILDING TRADES
Reports to:	Coordinator Building Services
Accountable to:	Manager Works
Directorate:	City Services
Date revised:	October 2025

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To oversee the day to day work and functioning of the building trades team and to work in partnership with others to achieve annual goals, programs and projects of the section.

To lead and participate in the activities of the building trades team including the construction and maintenance of the Council buildings, structures, road and park furniture and equipment and other related works.

Leadership

Maitland City Council's leaders are people of honesty and integrity, with a genuine desire to deliver outcomes for our community.

Committed to engaging with employees, providing superior customer service and creating value for stakeholders. To fulfil this role, the leader will:

- Actively model and champion Council’s Guiding Principles.
- Actively participate in open and genuine discussion, collaborating and partnering within the team and across the group’s departments to capitalise on existing and emerging knowledge and experience.
- Hold both self and others accountable for their decisions, actions, behaviours and outcomes.
- Motivate, inspire and support the team to develop the confidence and capability to realise their full potential.
- Be an active and visible presence across the organisation.

Management

Maitland City Council’s leaders are accountable for ensuring that all administrative activities, resources, systems and processes support staff in delivering efficient and effective service. The leader will:

Manage people

- Supervise, support and coach staff in undertaking the work and projects of the team.
- Monitor team workloads to ensure a balanced approach to service delivery and employee wellbeing.
- Contribute to a positive employment relationship.
- Champion a safe and healthy workplace and fair and equitable work practices.
- Demonstrate effective communication, problem solving and interpersonal skills.

Manage operations

- Support the Manager and the team in the effective delivery of Council’s services.
- Oversee and implement actions or tasks as identified in the Delivery Program and Operational Plan.
- Supervise the daily operations of the team within identified budgets, delegations and administrative processes.
- Inform and participate in annual planning and reporting processes for the section.
- Implement procedures and other tools that support implementation of adopted strategies and policies.
- Provide timely and accurate information to the Manager.
- Administer and comply with the organisations policies and procedures.
- Administer and undertake training and development.

Manage relationships

- Act as the primary link between the Manager and the staff of the team.
- Participate in nominated cross organisational teams.
- Establish and maintain productive relationships.

Manage performance

- Have input into business plans for the section for integration with Council’s Strategic Planning.
- Monitor and report on team performance.
- Identify employee development and performance improvement within Council’s workforce development framework.

- Focus on the continuous improvement.

Core Accountabilities

In addition to fulfilling the core leadership and management accountabilities described above, the Team Leader is also accountable to:

1. Lead and participate in the activities of the building trades team to ensure maximum utilisation of labour, , materials and plant while minimising inconvenience to the public.
2. Undertake duties as required using correct work practices and procedures to ensure quality workmanship.
3. Read and interpret plans and specifications, undertake assessment of requirements, prepare and delegate work orders applying this information effectively to tasks.
4. Estimate and order necessary materials, using the designated procurement system.
5. Maintain accurate and detailed records in compliance with Council's WHS Management System.
6. Assist with the preparation and submission of quotations.
7. Provide advice to stakeholders on relevant procedures, including reporting and resolving issues.
8. Respond to customer service requests efficiently and ensure timely feedback and resolution.
9. Collaborate with Council staff, facility users, contractors, utility authorities and the public in a professional and respectful manner.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Trade Certificate in Carpentry, Painting or Building and Construction (Building) or related discipline, or an equivalent combination of contemporary experience and/or education/training.
2. Contemporary industry knowledge and demonstrated experience in construction, maintenance or a related field.
3. Demonstrated ability to read and interpret plans and specifications, with basic quantity and resource estimating skills with knowledge of the Building Code of Australia and associated regulations.
4. Demonstrated experience with job-related tools, equipment and their appropriate application.
5. Proven ability to supervise, coach and support staff in their day to day activities.
6. Strong analytical skills with the ability to interpret information and produce business-focused reports to support decision-making.
7. Well-developed record keeping skills, with good written and oral communication ability.

8. Class C Driver's Licence

Desirable Criteria

1. Certificate IV Leadership and Management or related discipline.
2. WorkCover Construction General Induction.
3. Elevated Work Platform ticket.
4. Traffic Controller ticket.
5. Basic computer literacy skills.

Date:

Agreed:

Employee Name

Employee signature