

Role Charter

POSITION:	TRADES ASSISTANT – BUILDING SERVICES
Reports to:	Team Leader Trades
Accountable to	Coordinator Building Services
Directorate:	City Services
Date revised:	January 2026

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 provide trades assistance to the Building Services team by supporting the provision of painting, carpentry, maintenance and associated works of Council's buildings, fixtures, road and park furniture and equipment.

Core Accountabilities

1. Assist in the provision of building services including but not be limited to; labouring, graffiti removal, painting, carpentry, general yard work and maintenance of Council's buildings, facilities, fixtures, roads, park furniture and equipment as directed by the Coordinator Building Services and Team Leaders.
2. Undertake all duties safely and in accordance with Council's work and safety policies, practices and procedures.

3. Liaise and work with Council staff, facility users, contractors, utility authorities and the general public in a cooperative and courteous manner.
4. Assist with the maintenance of building services equipment, tools, materials and supplies.

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. Contemporary industry knowledge and demonstrated experience as a labourer, trade or construction assistant or other relevant industry.
2. Demonstrated ability, experience and willingness to manage competing priorities, be adaptive to new challenges and adjust plans to meet new priorities.
3. Proven ability to work autonomously with limited supervision and productively as a member of a team and contribute to team goals.
4. Strong verbal and written communication skills coupled with sound digital literacy skills and/or a willingness to develop.

Desirable Criteria

Date:

Agreed:

Employee Name

Employee signature