

Position Title:	Team Leader Building Trades
Position Number:	30016
Team:	Building Trades
Division:	Infrastructure Services
Reporting To:	Manager Facilities & Leasing
Direct Reports:	7
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
Level:	5

THE ROLE

The Supervisor Building Trades, reporting to the Manager Fleet and Facilities Maintenance, leads a multidisciplinary team of tradespeople and works collaboratively with the broader Infrastructure team to deliver a program of scheduled maintenance and capital works projects.

KEY OUTCOMES

- Maintenance of Council's infrastructure is planned, scheduled and completed safely, efficiently and to quality / legislative standards
- Capital works projects are scoped and delivered successfully, including the acquisition, disposal,
- maintenance and utilisation of council infrastructure and facilities
- Planning includes efficient use of resources to ensure value to the community
- People are safe at work and around Council assets
- Professionalism and integrity in communications with all stakeholders

KEY ACCOUNTABILITIES

- Lead a field team of trades including carpentry, painting, brush hand, labouring and trades assistance services to deliver Council's maintenance and construction works program associated infrastructure including operational buildings, community buildings, parks infrastructure and recreational facilities
- Provide technical advice to the Manager Fleet and Facilities Maintenance in relation to scope of works, schedule of works and inspection regimes, service level agreements, leases and the condition of all assets, addressing and mitigating Council's risk
- Prepare written scopes and schedules for works and document same using the risk management framework.
- Set expectations for the team, delegate work, manage performance, coach and develop, as agreed through the Achievement and Development Plan process
- Be responsible for the Work Health and Safety of all assigned employees and the general public by ensuring compliance to Council's Work Health & Safety Policy, Safety Regulations and Safe Work Practices
- Ensure work activities, inclusive of safety and quality standards, are completed in accordance with relevant designs, specifications and standards, procurement policy/practices and appropriately resourced

- Organise and supervise assigned labour, plant and equipment to ensure the safe, efficient and economical utilisation of resources with minimal wastage and within allocated funding allocations
- Assist with the preparation of tender documentation and assess submitted tenders and quotations in accordance with Council procedures
- Contribute to the improvement of customer experience by responding to Customer Requests and provide assistance when required
- Have understanding of, and ensure consistent implementation by team members of, Council policies and procedures. Assist in the development of these procedures where required
- Engage with team members to ensure open, honest and two-way communications and manage any queries raised by the team, seeking organisational support if required
- Ensure team members are completing timesheets in an accurate and timely manner
- Ensure team members are competently using digital systems and tools (computer and tablets) as required to record WHS information, work planning/completion, reporting, etc.
- Participate in any recruitment processes, as required
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees
- Undertake any other duties, projects or tasks as directed by the Coordinator Operations & Resources which generally fall within the scope of this position and are within the incumbent's skills, competence and training

BEHAVIOURAL COMPETENCIES

- Practices behaviours aligned with Council's Values (Respect, integrity, Courage) and the Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Exercises responsibility, takes an ownership role for and influences, Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Models professional and ethical behaviour
- Inspires individual and team commitment for performance and meeting team goals
- Acts proactively, exercises initiative, drives continuous improvement and implementation of change
- Takes a broad perspective and looks for innovative approaches to problem solving
- Builds team capability
- Builds and maintains productive working relationships
- Commits to personal and professional development

SELECTION CRITERIA

Essential:

- Building trade qualification/s and significant industry experience
- Demonstrated ability to lead a high performing multi-disciplinary team of qualified trades people, labourers and apprentices with experience, particularly planning and scheduling work
- Knowledge of legislative Work Health and Safety requirements and risk assessment processes
- Demonstrated experience with Microsoft Office and asset management software
- Self-motivated and well-developed planning and organisational skills with the ability to work independently, work on multiple tasks, determine priorities and meet deadlines
- Well-developed verbal and written communication skills
- Ability to demonstrate behavioural competencies
- Current Queensland Class "C" Drivers Licence
- Construction Industry General Induction (White card)



Desirable:

- Qualifications in business or a related discipline
- Experience in local government
- Vaccination for Hepatitis A & B