

Position description

Leading Hand – General Trades

Summary information

Section	Building Construction and Maintenance	Directorate	City Assets
Position grade	Grade 8	Position type	Full-time
Skill descriptor	Band 2 Level 2	Direct reports	Yes
Reports to	Supervisor Building Trades	Release limit	\$0
Approval limit	\$0	BCC number(s)	BCC180
Created/reviewed	November 2023		

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- This role is primarily responsible for leading a team of general tradespeople and be responsible for the maintenance work to Council's buildings and other infrastructure, the distribution of work and to provide technical advice and supervise the training of apprentice general tradespeople.
- Act in accordance with the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- A minimum qualification for this position is a trade certificate

- A minimum of 5 years' work experience as a qualified tradesperson including the supervision of staff
- Class C driver's licence.

Desirable

- Qualifications of a Post Trade or Advanced Certificate in a related area
- A class MR driver's licence
- General experience in many building trades
- Strong base knowledge across the building trade
- General building and structure repairs including but not limited to
 - Carpentry repair
 - Plaster repairs
 - Floor and wall tiling
 - Masonry and concreting
 - General metal fabrication work including fencing and gates
 - General landscaping repairs.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Provide leadership to the team including apprentices
- Ensure that work is carried out in accordance with the relevant standards and Council's risk assessments/work instructions
- Ensure that the provisions of Council's Purchasing Procedures are followed in the procurement of goods and services
- Ensure that accurate quotations are provided where requested.
- Ensure that apprentices are adequately trained in the practical application of the trade when required.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Maintain Council's infrastructure in accordance with the relevant standards including the Building Maintenance Service Level Agreement.
- Plan the daily distribution of work and the organization of jobs.
- Complete all necessary records associated with the carrying out and completion of work.
- Liaise with the Supervisor on a daily basis in relation to the operation of the General Trades section.
- Maintain Council's assets in accordance with the Building Maintenance Roof Cleaning/Stormwater Program.
- Provide advice and instruction to apprentices and supervise their training when required.
- Provide accurate quotations for maintenance and other works when required.
- Complete appropriate records in relation to purchasing of materials and service and follow the provision of Council's Purchasing procedures.
- Actively seek and obtain information relating to new technology and initiatives in the industry and report them to the Supervisor.

- Maintain accurate record keeping in relation to staff time sheets, expenditure logs and day sheets and provide them to the Supervisor when required.
- Provide advice on plant and equipment requirements and replacements.
- Provide after-hours all out services.
- Ensure that all staff in the section are made aware of the safe keeping requirements for Council equipment and states and make immediate enquiries to ascertain the reasons for loss or damage.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business and operational objectives. They are responsible for enabling the success of their teams, and for ensuring they can achieve all performance metrics whilst keeping each individual accountable.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date