

# POSITION DESCRIPTION

## TEAM LEADER CARPENTRY

### POSITION DETAILS

|                                |                                                                                                                  |
|--------------------------------|------------------------------------------------------------------------------------------------------------------|
| Date of Position Description   | September 2026                                                                                                   |
| Position Title                 | Team Leader Carpentry                                                                                            |
| Position Grade                 | 6                                                                                                                |
| Directorate   Business Unit    | City Services & Projects  Infrastructure Services                                                                |
| Reports to                     | Supervisor Trades                                                                                                |
| Physical Requirements Category | Category 2- Field Role with considerable Physical Requirements                                                   |
| Job Location                   | 316 Victoria Road, Rydalmere<br>(Council retains the right to alter locations should the operational need arise) |

### POSITION OVERVIEW

This position leads field based operational employees to deliver trades-based works that ensures Parramatta's parks and open spaces are maintained and improved to enhance the appearance of the city and to promote Parramatta as Australia's next great city.

### KEY RESPONSIBILITIES

#### Role Specific

- Lead the team by overseeing all activities, plan, organise and decide how to accomplish tasks, set goals, communicate, and distribute information within the team.
- Appropriately match team members to their current competency level and in consultation with the Technical Officers.
- Mentor new starters and others within the team and undertake on-the-job training for the team
- Undertake the day-to-day management of staff, including dispute resolution and assist the Technical Officers and/or line manager with performance management
- Undertake planning, goal setting, task & resource allocation for the team, to ensure a program of works are completed effectively and meets the approved service standard.
- Display an awareness of costs and ensure that the teams operations are undertaken efficiently with minimal waste.
- Ensure correct completion of all necessary administrative functions (electronic or paper based) associated with the department such as attendance, leave, job sheets.
- Undertake inspections of parks and other facilities to ensure that Council's exposure to liability is minimised.
- Make decisions and implement work practices in line with acceptable practices of the relevant trade and industry.
- Undertake a variety of tasks required for the successful completion of the functions of the team (including but not limited to; carpentry, building, painting, welding and landscape construction works), to ensure the long-term management, condition and usability of assets and facilities under the care of the team;

- Adapt to changing priorities and undertake other tasks as directed, to assist other teams and operational areas, particularly in wet weather or other emergencies to meet community needs.
- Carry out an agreed program of works to ensure the timely and effective completion of all objectives.
- Provide feedback and input on improvements in operating procedures, programs and work schedules, including upgrading or improvements to plant, equipment, materials and tools used by the team or unit.
- Have a sound knowledge of Councils software and technology as it applies to the position

#### Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

#### KNOWLEDGE

##### Qualifications

- Minimum certificate III qualification in carpentry, electrical, plumbing, building and construction and landscape construction relevant to role/area of specialisation
- Certificate I and II in Chainsaw Operations, desirable (essential for Tree Operations)
- Hold a current NSW Driver's Licence (C Class, MR desirable).
- Possession of a construction industry certificate ("White Card").
- Asbestos Awareness (willing to obtain)
- Level 2 playground inspection certificate

##### Experience

- Relevant experience leading a team in an operational work environment
- Relevant experience in the area of specialisation in maintenance of parks and open spaces

##### Skills

- The capacity to undertake the physical requirements of the role and area of specialisation