

Position Title	Team Leader Major Assets Maintenance
Department	City Assets
Division	City Works & Operations
Unit	Open Space & Buildings Operations
Team	Major Assets Maintenance
Supervises	Maintenance Officers
Reports To	Coordinator Major Assets Maintenance
Grade	I
Date Prepared	26/05/2025
Date Last Updated	26/05/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary Purpose of Position

The Team Leader Major Assets Maintenance, is responsible leading the delivery of high-quality maintenance and facility management services across Council's critical assets—including Civic Tower and Precinct, Council Chambers, Bankstown Library and Knowledge Centre, Campsie Administration Building and Precinct, and three operational depots—ensuring these facilities are safe, functional, compliant, and aligned with Council's asset management objectives, service standards, and community expectations.

Accountabilities

- Lead and support maintenance staff and contractors, ensuring alignment with service levels, asset management plans, and Council objectives.
- Foster a collaborative, safety-conscious, and customer-focused team culture.
- Oversee daily operations across building and facility maintenance, ensuring timely and effective service delivery.
- Allocate resources and manage work schedules to meet operational needs and priorities.
- Ensure all activities comply with the Building Code of Australia, Australian Standards, and Council's Safety Management System.
- Promote shared responsibility for safety and implement robust risk management practices.
- Coordinate and manage specialist contractors and trades to deliver high-quality maintenance programs.
- Liaise with internal teams and facility users to ensure service expectations are met and concerns addressed.
- Collaborate with the Maintenance Planning Team to inform maintenance programs, budget formulation, and strategic planning.
- Conduct regular condition audits and maintain accurate asset records to support proactive maintenance and reduce unplanned failures.
- Develop and refine processes to improve service delivery, project execution, and environmental sustainability.
- Monitor and uphold quality, safety, and environmental standards across all maintenance activities.

- Prepare reports on team performance, asset condition, and maintenance outcomes.
- Ensure accurate documentation within Council systems to support informed decision-making.
- Undertake other responsibilities aligned with role capabilities as directed by management.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – People Leader Profile 1

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Safety and Accountability	Advanced	• Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging • Oversees implementation of safe work practices and the management framework
Resources		
Assets and Tools	Adept	• Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these
Resources		
Procurement and Contracts	Adept	• Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met • Takes appropriate actions to manage and mitigate procurement and contract management risks
Results		

Think and Solve Problems	Adept	• Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
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* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Mechanical/ Electrical/ Building Services Engineering Disciplines
- General Construction Induction (White Card).
- Class C Driver's Licence

Essential Experience

- Proven experience supervising staff and contractors, with strong decision-making, prioritisation, and performance management skills.
- Demonstrated experience in Building Services Maintenance Planning and Execution of Maintenance Plans
- Demonstrated experience in digital operation of Facilities Management Plans and Stakeholder Management Plans through CMMS (Computerised Maintenance Management Systems)
- Demonstrated experience in Buildings Statutory Compliance Services Management
- Demonstrated knowledge and experience in Building Management System Control Software applications.
- Demonstrated knowledge on environmental sustainability measures adopted in green buildings
- Proven experience in supervising staff and contractors, with strong decision-making, prioritisation and performance skill.
- Demonstrated ability to manage specialist trades and contractors, ensuring quality outcomes and compliance with timeframes and standards.
- Knowledge of the Building Code of Australia, Australian Standards, WHS legislation, and experience implementing safety and risk management practices.
- Experience conducting condition audits, maintaining asset records, and managing budgets and financial performance in line with asset management plans.
- Strong communication skills with the ability to engage internal teams, facility users, and community stakeholders to enhance service delivery.
- Competence in using building management systems, asset management platforms, financial systems, and the Microsoft Office suite.
- Understanding of Council operations, governance, and service delivery within a public sector context.

Desirable Qualifications and or Experience

- Formal training or certification in project management or contractor supervision

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☒	☐