Riverina Water

Information package:

Storeperson

(12- month fixed term)

Applications closes 11:59pm Sunday 9 December 2026

Storeperson (12-month fixed term)

If you enjoy a hands-on role and take pride in keeping operations running smoothly, this position offers the opportunity to play an important part in supporting Riverina Water's day-to-day activities. As a Storeperson, you will be responsible for maintaining inventory, receiving and issuing materials, supporting procurement processes and maintaining a safe, organised and efficient store environment. Working closely with teams across the organisation, you'll help ensure essential materials and equipment are available when needed, while contributing to strong safety practices, accurate record keeping and high levels of customer service.

What's in it for you?

- Attractive salary of **$82,288.12 – $92,548.56 plus 17.5% superannuation.**
- Enjoy a **9-day fortnight (76 hours)**, giving you **26 long weekends every year.**
- Access fantastic employee benefits, including a discounted gym membership, employee wellbeing program and supplied uniform.
- Be part of a supportive and collaborative workplace that values professional development, innovation and continuous improvement.
- Play a key role in shaping the future direction of one of regional NSW's leading water utilities.

How can you apply?

See our careers page for all the information you need to apply **rwcc.nsw.gov.au/jobs**

To chat about this opportunity, please contact Natasha Harris via email nharris@rwcc.nsw.gov.au or phone 0438 273 339.

To be considered for this position you must currently have the right to work in Australia.

Applications will be accepted until **11:59pm Sunday 9 December 2026**

Riverina Water is an EEO employer. We promote an inclusive workplace and encourage applicants who reflect diversity of gender, culture, experience, and skills.

Storeperson (12-month fixed term)

Please review the information available and should you have questions or wish to discuss the position, please contact me.

The position

Riverina Water is seeking a reliable and customer-focused Storeperson to play a key role in supporting the efficient delivery of services across the organisation. This hands-on position is responsible for the day-to-day operation of the Stores function, ensuring materials, equipment and plant are received, stored, controlled and distributed effectively to meet operational needs. Working closely with internal teams, suppliers and contractors, you will help maintain stock levels, coordinate deliveries and support procurement processes while ensuring accurate records are maintained and legislative requirements are met.

As a vital member of the Finance & Sourcing team, you will contribute to the smooth running of Riverina Water's maintenance and construction activities by ensuring staff have timely access to the materials and resources they need. You will also be responsible for maintaining a safe, organised and efficient stores environment, maintaining inventory systems and assisting with the continuous improvement of stores and warehousing processes. This is a rewarding opportunity for a proactive individual who enjoys variety, takes pride in delivering excellent service and values working within a collaborative team environment.

Qualifications and skills required

Applicants are expected to address the selection criteria when applying for this position.

Remuneration and benefits

Riverina Water enjoys a favorable reputation as a satisfying and rewarding workplace. All buildings and vehicles are smoke-free workplaces, and staff welfare through work health and safety and other provisions is a priority.

The commencing salary range for this position is $1,581.31 - $1,779.78 per week. In addition, we contribute 5.5% additional superannuation (17.5% superannuation for current financial year), and employees may salary sacrifice or make personal (non-tax deductible) contributions for additional super.

I would welcome the opportunity to discuss this exciting opportunity with you and look forward to your application. I can be contacted via phone 0438 273 339 or email nharris@rwcc.nsw.gov.au.

Regards,

Natasha Harris
Manager Finance & Sourcing

STOREPERSON

POSITION TITLE:	Storeperson	**Date created: May 2025** **Modified by: N Harris** **Reviewed: Annually** **Approved by: A Crakanthorp**
REPORTS TO:	Store Supervisor	
NUMBER OF DIRECT REPORTS:	0	
DIRECTORATE:	Corporate Services	

Purpose of Position

Participate as a Finance & Sourcing team member in the store by dealing with enquiries, receiving and issuing stores, procuring goods, computer data entry and the maintenance of grounds and stores areas.

Key Responsibilities

1. Processing of inventory requests, and data entry relating to the purchase, receipt and issue of stores items on council's computer network.
2. Ensure effective control of stock through monitoring of stock levels, and completion of stock takes to ensure availability of stock and accuracy of records.
3. Assist with tasks relating to other departments, including following directions in relation to purchasing and procurement, whilst contributing to a clean, safe and efficient working environment.
4. Loading and unloading of store items and materials using a forklift and lifting equipment in a safe and efficient manner.
5. Maintain, repair and inspect traffic control devices such as signs, barricade, lights etc to ensure they are fit for use.
6. Maintain store plant, issue stores and materials and general housekeeping of store buildings and grounds to maintain a clean and safe work environment.
7. Maintain safety in the workplace by undertaking risk assessments, by proper handling of materials, by correct operation of tools and equipment, by diligent preparation, by good housekeeping practices and by using appropriate personal protection and safety equipment.
8. Participate in safety programmes by team discussion, by involvement in safety training by reporting all incidents and accidents and by constant awareness of the safety of self and others.
9. In Store Supervisor's absence, assume control of the Store under the general direction of the Manager Finance & Sourcing.

Selection criteria:

Applicants are expected to address the selection criteria when applying for this position:

Essential

1. Demonstrated experience in stores, warehousing, inventory control or a similar logistics environment, including receiving, storing, issuing and stocktaking of materials and equipment.
2. Sound computer and administrative skills, with experience using inventory management systems, purchasing systems and Microsoft Office applications to maintain accurate records and documentation.
3. Well-developed communication and customer service skills, with the ability to build positive working relationships with internal and external stakeholders and respond to requests in a professional and timely manner.
4. Demonstrated ability to plan, organise and prioritise work, ensuring competing demands are managed effectively while maintaining a high level of accuracy and attention to detail.
5. Knowledge of workplace health and safety practices relevant to stores and warehousing operations, with a commitment to maintaining a safe, organised and efficient work environment.
6. Ability to safely undertake manual handling tasks, including lifting, carrying and moving stock, in accordance with workplace health and safety requirements.
7. Demonstrated ability to work both independently and as part of a team, contributing positively to team objectives and continuous improvement initiatives.
8. Hold a current Class C Driver Licence, white card and dogging licence with the ability to operate plant, equipment or forklifts (or willingness to obtain relevant licences and certifications if required).

Desirable

1. Experience in local government, utilities, construction or infrastructure environment
2. Knowledge of procurement, purchasing and stock control processes.
3. Experience using enterprise resource planning (ERP) systems such as Aurion, TechnologyOne or similar.

Riverina Water overview

History

Southern Riverina Water County Council was incorporated in 1938 to make reticulated water available to towns and villages in the Shires of Lockhart, Kyeamba, Mitchell and part of Culcairn Shire. The remaining part of Culcairn Shire and the Shires of Urana and Holbrook were subsequently added, as was the Municipality of Wagga Wagga in 1945. In 1981 Kyeamba and Mitchell Shire areas were included in Wagga Wagga City area.

Water supply infrastructure was established with the Murrumbidgee River at Wagga Wagga the principal water source, and a network of treatment, pumping, storage and pipework installations.

From 1942 to 1995 Southern Riverina was also responsible for distribution of electricity in the area. The formation of the larger electricity distributors in 1995 precipitated a review of water supply administration, resulting in the decision to form a new County Council for water supply in the former Southern Riverina area. Riverina Water County Council was gazetted on 2nd May 1997.

The County District covers an area of approximately 15,500 square kilometres and contains a population of approximately 67,000 people. An estimated 60,000 people are provided with water through some 26,500 service connections. The location and development of groundwater sources has been utilised over the last thirty years, and bore water now supplies three quarters of our production.

Drinking quality water is supplied to all customers continuing a tradition of over sixty years of high service standards by a leading and innovative utility service organisation.

Infrastructure network

Riverina Water owns and operates the water supply infrastructure from the natural source to the customer's meter.

Wagga Wagga City

Water is sourced in Wagga Wagga from:

- Murrumbidgee River intake at 91 Hammond Avenue
- East Wagga Wagga borefield (Kooringal Road)
- West Wagga Wagga borefield (McNickle Road to Moorong Street)
- North Wagga Wagga borefield (East Street)

Groundwater is sourced and chlorinated for other villages with systems operating at Collingullie, Oura, Woomargama and Humula.

A small quantity of water is purchased from Goldenfields Water County Council, to supply customers near to their trunk main between Gumly Gumly and Junee.

The township and rural network also serve a number of rural customers adjacent to the trunk mains, and in the general areas of Pleasant Hills, Brucedale, Euberta and Currawarna.

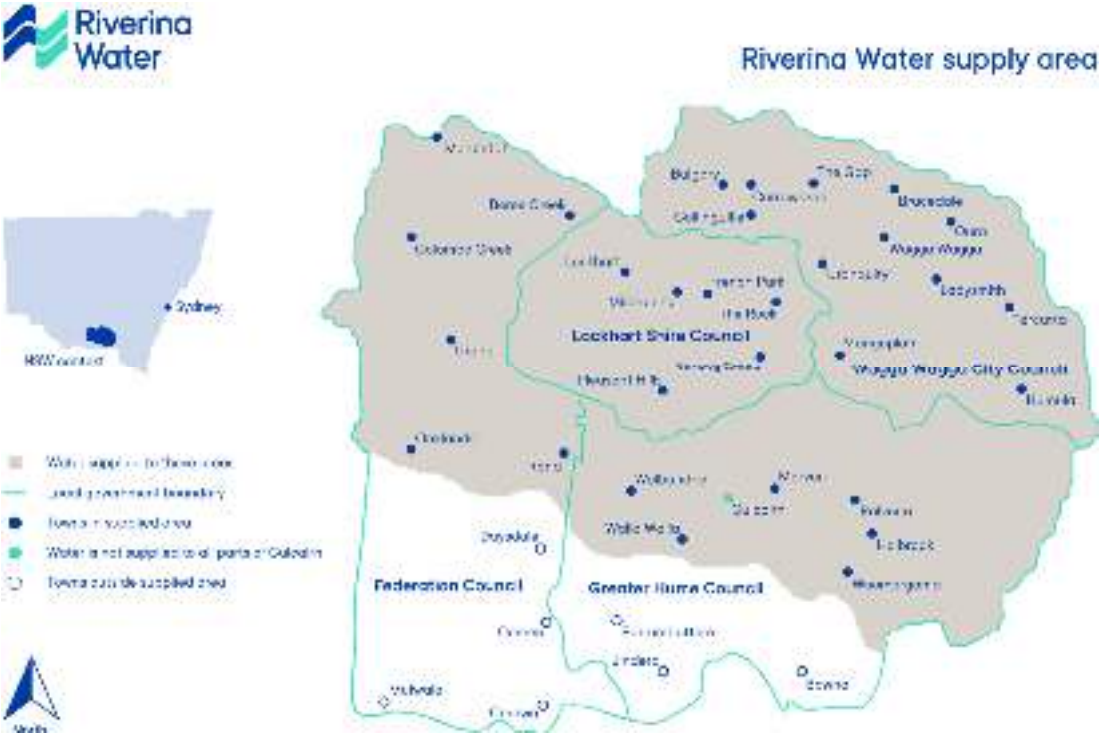
Structure

iverina Water County Council is a Council under the Local Government Act 1993, responsible for the construction, operation, and maintenance of water supply to the Local Government Areas of

Riverina Water has nine elected members, five from Wagga Wagga City, two from Greater Hume Shire Council and one from Federation Council and Lockhart Shire.

You can meet Riverina Water's Executive Leadership Team on our website.

Information on our function, activities etc can be found at rwcc.nsw.gov.au.



Organisational Structure

