

Information package:

**Engineering Project
Support Officer**

Applications close 11:59pm Monday 23 March 2026

Engineering Project Support Officer

Riverina Water is seeking an Engineering Project Support Officer on a full-time basis to join our Engineering Department. This position will support the planning, coordination, and delivery of infrastructure projects by ensuring efficient administrative, contractual, and compliance processes, while managing documentation, tracking progress, liaising with stakeholders, and assisting with procurement and budget control.

What's in it for you?

- **Fantastic employee benefits**, including a discounted gym membership, access to a supportive employee wellbeing program, and a supplied corporate uniform.
- **Work-life balance you'll love-** enjoy a **9-day fortnight (70 hours)**, giving you **26 long weekends each year**.
- Attractive salary: \$83,881 - \$94,408 plus **17.5% superannuation**
- Be part of a supportive team environment with a **strong focus on professional growth and employee wellbeing**.

How can you apply?

See our careers page for all the information you need to apply [rwcc.nsw.gov.au/jobs](https://www.rwcc.nsw.gov.au/jobs)

To chat about this opportunity, please contact Chris Moosbrugger, Acting Manager Projects via email cmoosbrugger@rwcc.nsw.gov.au or phone 0418 265 360.

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

Applications will be accepted until **11:59pm Monday 23 March 2026**.

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

Engineering Project Support Officer

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

The position

The Engineering Project Support Officer provides essential support to Riverina Water's Engineering team in the planning, coordination, and delivery of water infrastructure projects. The role focuses on project administration, documentation management, procurement support, contract administration, and progress tracking, working closely with project managers, engineers, contractors, and internal stakeholders. By supporting governance, safety, and compliance requirements, the position contributes to the efficient and successful delivery of capital and operational works across the organisation's water supply network.

Qualifications and skills required

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

It is expected that applicants address the key selection criteria and can demonstrate their competencies and relevant experiences.

Remuneration and benefits

Riverina Water enjoys a favorable reputation as a satisfying and rewarding workplace. The Hammond Avenue site is the location of practical and modern workplaces including the administration, workshops, works depot, store and main filtration plant. 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 for this position is \$83,881 - \$94,408. 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.

Our working conditions include working part-time over a 12-month period, with opportunities for professional development.

I would welcome the opportunity to discuss this exciting opportunity with you and look forward to your application. I can be contacted via phone 0417 438 046 or email gvidler@rwcc.nsw.gov.au.

Regards,

Chris Moosbrugger
Acting Manager Projects

Position description

ENGINEERING PROJECT SUPPORT OFFICER

POSITION TITLE:	Engineering Project Support Officer	Date created: September 2025
REPORTS TO:	Manager Projects	Modified by: G Vidler
NUMBER OF DIRECT REPORTS:	Nil	Reviewed: Annually
DIRECTORATE:	Engineering	Approved by:

Purpose of Position

To support the planning, coordination, and delivery of infrastructure projects by ensuring efficient administrative, contractual, and compliance processes, while managing documentation, tracking progress, liaising with stakeholders, and assisting with procurement and budget control.

1. Assist in the coordination and delivery of design, construction, and maintenance projects related to water supply infrastructure by supporting engineering directorate with administrative tasks.
2. Develop and manage project documentation including project charters, contracts, plans, specifications, and approvals to ensure records are accurate, complete, and compliant.
3. Support the application of the Project Management Framework by ensuring projects follow required processes, use standard templates, obtain necessary approvals, and meet governance requirements.
4. Track project timelines, budgets, and milestones using project management tools, assist in updating schedules, registers, and reports.
5. Assist with procurement activities such as preparing documentation, obtaining quotations, and supporting tendering processes.
6. Support contract administration tasks including monitoring progress, processing variations, and maintaining communication with contractors and suppliers.
7. Coordinate and schedule meetings, site visits, and stakeholder briefings, including preparing agendas, minutes, and follow-up actions.
8. Prepare data and documentation for progress reports, audit requirements, and presentations for internal and external stakeholders.
9. Liaise with engineering staff, consultants, contractors, and other departments to exchange information.
10. Ensure compliance with safety, environmental, water quality and quality assurance requirements by assisting with inspections, audits, and the implementation of relevant procedures.
11. Contribute to the maintenance of a safe and efficient working environment by following workplace health and safety procedures and reporting hazards or incidents.

12. Actively participate in workplace improvement and safety initiatives, training programs, and team meetings.

Selection criteria:

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

Essential Skills	
Demonstrated experience providing administrative or project support in an engineering, construction, infrastructure, or similar technical environment	
Well-developed organisational, written, and verbal communication skills	
Proficiency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint)	
Demonstrated understanding of workplace health and safety requirements and commitment to a safety-first culture	
Ability to manage documentation, schedules, and competing priorities with attention to detail	
Ability to work collaboratively within a team and independently when required	
Class C Driver Licence	
Desirable Skills	
Engineering Certificate III or IV	
Diploma of Project Management (or higher)	
Experience using project management or document control systems (e.g. Procore, MS Project, or similar)	
Experience supporting infrastructure, civil, or water-related projects	
Experience working in a local government, utilities, or regulated environment	
Additional industry certifications such as First Aid, Confined Space, or Working Safely at Heights	

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 (Koorinal 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

Riverina 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 Wagga Wagga City, Federation, Greater Hume and Lockhart Shires.

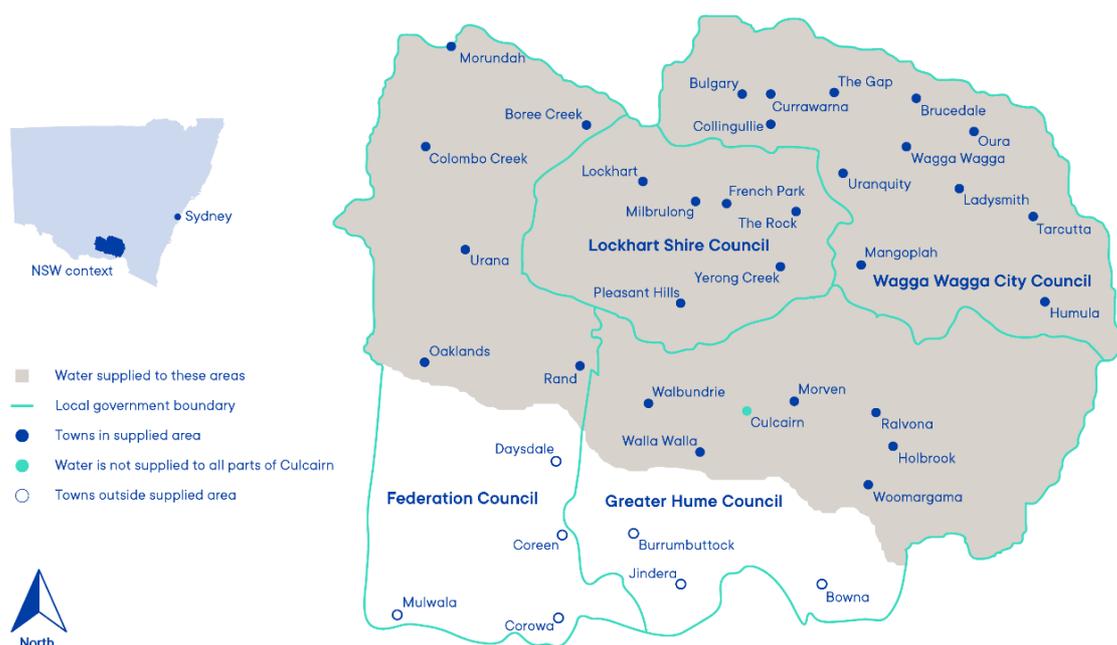
Riverina Water has nine elected members, five from Wagga Wagga City, two from Greater Hume Shire Council and one from Federation Council and Lockhart Shire.

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.



Riverina Water supply area



Organisational Structure

