

Water Operations Works Scheduler

Location: MidCoast NSW

Looking for more than just your next job?
Join a team that's helping shape the future of the MidCoast while enjoying the perfect balance of meaningful work and an exceptional lifestyle on the Barrington Coast. Here, your contribution matters - to your community, your team, and your own future.

The Opportunity

We are seeking a Works Scheduler to coordinate and optimise maintenance, operational and customer-driven works across our water and wastewater networks.

This role is pivotal in ensuring the right resources are deployed at the right time, balancing planned maintenance, reactive works and customer requests to support efficient service delivery across the region.

In this role, you will:

- Plan, schedule and coordinate operational and maintenance activities.
- Prioritise customer requests, defects and network maintenance based on risk and service impacts.
- Coordinate resources, contractors and operational crews.
- Monitor work programs and adjust schedules to respond to changing priorities.
- Support emergency response and incident management activities.
- Maintain accurate records within work management systems.
- Analyse performance data and identify opportunities for service improvement.
- Work closely with field teams, supervisors and customers to ensure effective service delivery.

- Assist with operational planning and reporting requirements.

What you'll bring

- Experience and knowledge of water and wastewater operations, supported by relevant qualifications, training or equivalent experience.
- Demonstrated experience in scheduling, planning or coordinating operational work programs.
- Strong analytical and problem-solving skills with the ability to prioritise competing demands.
- Experience working in fast-paced operational environments and responding to emergency situations.
- Excellent communication and customer service skills.
- Strong organisational skills and attention to detail.
- Well-developed computer skills, including Microsoft Office, TechnologyOne and GIS systems.
- Ability to build productive relationships with internal and external stakeholders.
- Current Class C Driver Licence

What we offer?

We are committed to the growth of our employees and have a range of benefits available to support wellbeing and career development. Click here to find out more.

Looking to relocate? From housing and transport to community connections and personalised support - discover a range of local services designed to make your move to the MidCoast region easier. Learn more here.

Salary: Commencing salary circa $77,740 - $93,200p.a. plus superannuation. (dependent on skills and experience)

Location: Upon commencement your normal place of work will be the Water Services Depot located at 26 Muldoon St, Taree. You may also be required to be based from other Council sites across the MidCoast Council region.

Tenure: Permanent, Full Time.

Closing date: Sunday, 29 November 2026 at 11:00 pm.

For questions relating to the position requirements please contact Shane Beeton, Manager Water Operations who is the hiring manager for this role. Shane can be reached on (02) 7955 7801 or at shane.beeton@midcoast.nsw.gov.au.

For enquiries regarding the application process contact Candice Plevey, Human Resources Business Partner who is the HR representative for this role. Candice can be reached on (02) 7955 7107 or at candice.plevey@midcoast.nsw.gov.au.

How to apply:

- When responding to the questions below, please include detailed and relevant examples of your skills and experience. Using the STAR method can help you prepare clear and concise responses using real-life examples. For more information regarding the STAR method, please click on this link.
- Please avoid using AI to generate responses to answer the questions in your application.
- You have the option to save your application prior to submitting, however please ensure you don't forget to submit your application before the closing date.
- Click the "NEXT" button at the bottom of the application form to attach your resume. We recommend using Pdf formatting where possible.
- Attaching a Cover Letter is not a requirement of the application process. However, there is an 'optional field' to attach a Cover Letter, if you wish to do so.
- We will be in touch via email.

Our organisation

At MidCoast Council our people are our most important resource and we believe that we can only reach our full potential when you reach yours. This is the place for those who seek to play a role in the community and have an enthusiasm to learn and grow. Here you can make a real difference.

Our community is our customer and is at the centre of everything we do. We value, support and empower our people to deliver positive results for our community.

Right now, we are investing heavily in our organisation, and our people. Our Administration Centre is a state-of-the-art facility designed to inspire innovation, creativity and collaboration. The building has been named ‘Yalawanyi Ganya’ which means “sitting/meeting place” in the Gathang language of the indigenous people across the MidCoast Region.

About the MidCoast Region

From lakes and estuaries to white sandy beaches to world heritage mountain wilderness, the MidCoast region offers an attractive lifestyle for everyone. Our community is characterised by its welcoming attitude, growing economy and natural beauty. These are the pillars of the quality of life we value.

Our commitment

At MidCoast Council we are committed to providing equal employment opportunities. Our aim is to provide all of our staff with an inclusive, safe and healthy working environment. We never discriminate on the basis of race, religion, national origin, gender identity or expression, sexual orientation, age or marital, veteran or disability status. If you have a disability and need to request any adjustments to assist with the application process, or to discuss workplace adjustments you may require, please contact the HR representative.

Council also recognises the skills and attributes of veterans and welcomes applications from ex-service personnel.

We respectfully ask that recruitment agencies do not contact us at this stage.