

Do you want to help shape essential water and sewer infrastructure for your community? Are you looking for a rewarding role where you work has a lasting impact? We are currently searching for a new Project Coordinator to join our Water and Sewer team and if this sounds like you then this is your chance to Rewrite the Future with us!

- Contribute to the effective management and delivery of water and sewer projects
- Coordinate impactful water and sewer projects that shape the community
- Permanent full-time role with flexible/ hybrid work arrangements available

About the role

The role of Project Coordinator is responsible for the provision of programming, coordination, administration and supporting the effective management and delivery of works and/ or services associated with contracts undertaken across a range of Council water and sewer assets.

Reporting to the Lead Project Manager, this role will see you oversee daily planning and coordination of projects to ensure the effective and efficient utilisation of staff, contractors and resources and taking the appropriate action to ensure the delivery of works and services with minimal impacts from delays or costing variances.

This position is required to provide quality customer service and create value for the community.

Applicant Profile

To be successful in this role, you will have:

- a Certificate IV in Project Management or other relevant discipline, combined with ongoing professional development or willingness to obtain in a suitable timeframe

- a current Class C Drivers Licence
- a current Confined Spaces Certification or willingness to obtain
- a current Construction General Induction card – NSW SafeWork or equivalent
- demonstrated experience in operations and maintenance activities and/or construction for water and sewerage, or other relevant utilities
- contract management skills with an understanding of contract management principles including participation and involvement in workshops, design, site visits/supervision
- professional written communication skills including sound word processing abilities allowing the preparation of correspondence, reports, business cases, contracts, specifications and proposals.

Offer Details

The commencing salary for this position is up to \$96.6k per year. Central Coast Council also provides progression opportunities for employees to progress up to the maximum salary of \$112k on completion of assessment of skills and/ or performance plus 12% superannuation

- We have a permanent full-time role available - select as required.
- This role will be able to access a 9 day fortnight
- We are able to offer hybrid and flexible working conditions for this role
- This role is located at Council's Erina Works Depot.

Want to know more?

The contact person for this role is **Karl Jones, Lead Project Manager**. You can contact **Karl** on **0407 200 988**.

This position will close for applications at **midnight on Sunday, 27 September 2026**.

We will not accept unsolicited resumes or applications being presented by recruitment agencies.



Extra benefits

At Central Coast Council we provide team members with a range of extras that help them balance their life when they need it. Fitness Passports give access to a range of gyms. And an Employee Assistance Program that offers a range of wellbeing initiatives to help you and your immediate family.

Other extras include:

- Long service leave after 5 years of continuous service
- Free flu vaccination program
- Time provided for you to do annual skin cancer screening, Breast screen and blood donations
- Access to professional development with career development and learning programs through various platforms
- We reward and recognise our staff with our Cheers program
- Novated leasing partnerships.

Central Coast Council is ideally located on the northern fringe of Sydney and just an hour's drive from Newcastle, the Central Coast offers one of the best places in Australia to live and work. The

Central Coast is one of the fastest growing regions in NSW, the third largest Local Government Area (LGA) in NSW and the 6th Largest LGA in Australia.

Central Coast Council is committed to the goals of equal opportunity employment. We aim to provide a work environment for our employees that fosters equity, diversity and respect.

Council is committed to providing safe environments that protect the physical, emotional, cultural and social wellbeing of children on the Central Coast.

Council may create an eligibility list from this recruitment process and may utilise this eligibility list to fill other permanent or temporary vacancies.

How to apply

We have put together some additional resources to help you [apply for a role](#) at Central Coast Council.

By completing and submitting this online application you confirm that any information that you provide in this application is true and correct and acknowledge that any offer of employment may be withdrawn should the information that you have provided in support of your application be shown to be false.

You also consent to employment screening checks being conducted where appropriate. This may include associated checks including reference checks, Working with Children Check, Entitlement to Work in Australia, employment history and an Australian Federal Police Check, as well as substantiation of educational qualifications, industry memberships, previous Central Coast Council employment history and association with professional bodies.

You also acknowledge that you will be required to provide proof of eligibility (including photo identification) to work in Australia if selected for an interview.

To lodge your application, please follow these steps:

1. Click to apply
2. Answer the online questions
3. Attach your resume
4. Attach your qualifications and licences.

Once your application is successfully lodged you will receive an automated response sent to your e-mail address. If a response is not received this means that your application has not been successfully submitted and you will need to lodge another application.

If you require assistance to lodge your application please contact our Talent Acquisition team by emailing recruit@centralcoast.nsw.gov.au to discuss what reasonable adjustments you may need. If you are deaf, hearing or speech impaired, you can contact us through the National Relay Service TTY call 133 677 or Speak & Listen 1300 555 727.

Applicants who are selected for interview will be contacted by phone or e-mail.

You will have the ability to save your application as you go using the 'Save Application' button. You can start an application and return to it later via the automatic follow-up email once you have the time and required information at hand to finalise your application.

If you don't have access to a computer or electronic device, you can lodge your application at any of Council's Library locations. Pre-book a free 1-hour computer timeslot by contacting your nearest

library <https://www.centralcoast.nsw.gov.au/libraries/our-branches> or ask at the enquiry counter.

