

## About Silver Lake Water & Sewer District

*Silver Lake Water & Sewer District (SLWSD)'s mission is to provide high quality, safe and reliable water and wastewater services, while practicing good stewardship of natural and financial resources.*

Incorporated in 1934, Silver Lake Water & Sewer District is a municipal corporation authorized under RCW 57. The District provides utility services to approximately 55,000 people in portions of the Cities of Everett and Mill Creek, and unincorporated Snohomish County. We are governed by an elected three-person Board of Commissioners.

## Why Work for Silver Lake?

*We offer outstanding careers with excellent benefits, and a positive, supportive workplace. Specific benefits include:*

- \$2,600 per month for Medical, Dental, Vision coverage, with 75% of any remainder deposited to a Health Retirement Account (HRA)
- State retirement plan (Washington PERS)
- Vacation and generous paid leave program
- Thirteen annual Federal and State holidays
- Long term disability and life insurance
- Deferred compensation program + employer match
- Alternative and Hybrid work schedules available

*Silver Lake Water & Sewer District is an Equal Opportunity Employer. We are also a drug, alcohol, and tobacco-nicotine free work environment.*

## How To Apply

The Application Form, full Job Description, and Job Brochure can be obtained by going online at [slwsd.com/employment](http://slwsd.com/employment). No faxed applications allowed.

*First review of applications begins on Nov. 1, 2024.*

### Position:

## Safety, Purchasing, and Inventory Coordinator

*\$83,727–\$123,128 annual salary, based on qualifications*

This position serves two functions under the direction of the Operations and Maintenance Manager and Safety Committee, with the following duties that include but are not limited to:

### Safety:

- Provides training, maintains records, conducts monthly safety meetings, and stays current with all OSHA/WISHA Safety standards.
- Performs regular inspections, tracking, and calibrations of safety equipment including fire extinguishers, air monitors, AED units, ladders, and more.
- Oversees the SDS (former MSDS) System including ordering chemicals, updating the database, and ensuring SDS information is current and available for staff.
- Works with vendors to schedule vehicle maintenance.

### Purchasing/Inventory:

- Maintains an accurate accounting of inventory; works with field staff to resupply materials, parts and tools; notifies appropriate parties when parts need to be ordered and when equipment is received; provides recommendations to surplus obsolete/non-repairable equipment.
- Receives, logs, and unpacks incoming materials and supplies; checks for condition, shortage, or discrepancies.
- Performs annual inventory of equipment and parts.

Both functions require a range of clerical duties including document preparation, accurate records keeping, file maintenance, and data entry.

### Qualifications and Abilities:

- High School Diploma or GED.
- Proficient in Microsoft Office and Asset Management or Inventory Systems.
- Experience in water/sewer safety issues and field operations.
- Experience as a warehouse worker in product handling, and inventory planning and tracking.
- CDL preferred.

*For detailed information about this position and to download a Job Application, visit [www.slwsd.com/employment](http://www.slwsd.com/employment)*