



Job Title:	Safety, Purchasing, and Inventory Coordinator		
Department/Group:	Operations	FLSA Status:	Non-Exempt
Reports To:	O & M Manager	Position Type:	Full-time
FLSA:			
<p>Non-Exempt (employee is eligible for overtime/compensatory time in accordance with Federal Fair Labor Standards Act, State Minimum Wage Act).</p> <p>The position administers the District’s Safety Program, working under the direction of the O & M Manager and Safety Committee. Conducts monthly Safety meetings and maintains Safety records. Additionally, this position is responsible for the accurate accounting of inventory including ordering, receiving, processing and recording supplies and materials; performs a variety of clerical duties including data entry; preparing bid or request for proposal documents; review contracts and scopes of work; and maintenance of files and records. Assists in obtaining and maintaining contracts for non-professional services. Assists customers, vendors, and District personnel by telephone, email, or in person.</p> <p>This position reports to the O & M Manager.</p>			
Essential Duties and Responsibilities:			
<p>The following statements reflect the general duties and responsibilities of this position but should not be considered an all-inclusive listing. The employee is also expected to meet the performance standards developed for this position and the District’s standards.</p> <ul style="list-style-type: none"> • This is a safety sensitive position. • Functions as the District’s Safety Officer responsible for training, record keeping, and staying current with all OSHA/WISHA Safety standards. • Conducts monthly Safety meetings as required, records minutes, maintains all Safety records. • Monthly fire extinguisher inspections and tracking for office, shop, and vehicles. Works with fire extinguisher vendor annually, for certification of all devices. • SDS (former MSDS) System: Responsible for ordering chemicals, updating the SDS Laserfiche data base, ensuring SDS information is current and available for staff. • Air Monitor Calibration: Monthly calibration of District air monitors and tracking. Performs minor repairs as needed, such as sensor replacement. • AED Maintenance: Tracks and monitors the District AED units. This includes battery and pad replacement as needed, according to expiration dates. • Ladder Inspections: Monthly ladder inspections and tracking. Inspects and recommends repair or replacement. • Selects reliable vendors or suppliers to provide quality goods at reasonable (best value) prices. • Negotiates prices and contracts with non-professional service providers. • Reviews technical specifications for raw materials, components, equipment, or buildings. • Determines quantity and timing of deliveries. • Forecasts upcoming demand. • Uses Lucy Asset Management System to track the status of ordered equipment and supplies. • Contacts vendors when expected items are overdue. Coordinates the delivery of items. 			

- Maintains and prepares detailed records and files, using appropriate software.
- Ensures proper completion of a variety of inventory forms.
- Receives and log-in property and materials.
- Notifies appropriate parties when parts need to be ordered and when equipment is received and dispatched.
- Performs annual physical inventory of equipment and parts as assigned.
- Checks shipments for soundness, condition, shortage, or discrepancies.
- Receives, accepts, and unpacks incoming materials and supplies and bar-codes capital items.
- Assists with the maintenance of District vehicles including working with vendors to schedule and perform vehicle maintenance services.
- Tracks District Vehicle coverage and values in WCIA Origami portal, updating vehicles and equipment as required.
- Provides recommendations to surplus obsolete/non-repairable equipment.
- Operates a forklift, pallet jack, or pallet lifter, as needed.
- Assists with special projects as required.
- Parts and Equipment Inventory: Responsible to perform the annual financial inventory of materials and parts inventory; tracks water meters, registers, and color codes and marks small tools and minor equipment, including common area small tools and minor equipment.
- Works directly with field staff to resupply materials, parts, small tools, and minor equipment stored in vehicles; may temporarily issue common area materials, parts, small tools and other equipment needed for special projects; and may assist in the emergency procurement, issue, and/or delivery of materials, parts, small tools and other minor equipment.
- Responsible for procurement of clothing and wearable safety equipment for District crew staff.
- Schedule and coordinate vehicles for service as needed.
- Complete Lucy paperwork including all invoices scanned.
- Performs other duties as required.

Work Schedule:

Typically, District office hours.

Travel:

Infrequent, offsite meetings, training, and conferences.

Qualifications:

Experience/Education:

- Experience with Safety issues related to the water and sewer industry and have the ability to effectively train District staff.
- Experience as a warehouse worker in product identification, handling, and storage procedures, planning and tracking receivables and deliverables on both scheduled and unscheduled cycles preferred.
- Experience in the field operations of a water and sewer utility district and have the ability to be on-call in a duty rotation.
- Data entry and proficiency with Microsoft Office applications in both design and use required.

- Experience with the Asset Management Program (Lucity), moving the inventory systems to a more automated program.
- A comparable amount of training and experience may be substituted for the minimum qualifications.
- High School Diploma or GED.

Licensing Requirements:

- Possession of a valid WA State Driver’s License. WA State Class “A” or “B” CDL preferred.
- Certification as a Forklift operator
- Certification in Aerial Lift operations.
- Competent Person Certification.
- First Aid, AED, CPR Certified.
- Certified Crane Operator

Knowledge, Skills, and Abilities:

Knowledge of:

- Adhere to District Policies and Procedures.
- Excellent communication skills.

Skills in:

- Analyzing problems, identifying solutions, and proposing action.
- Operating office equipment and tools such as phones, fax machine, copiers, computers, software, and databases.
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
- Proficient with all Washington State OSHA/WISHA requirements.
- Safe and efficient work practices when working with mechanical equipment.

Ability to:

- Manage multiple projects concurrently under difficult deadlines.
- Exercise discretion, tact, courtesy, and patience with difficult internal and external customers.
- Work overtime if needed.
- Perform as a Duty responder in a week duty rotation.

Work Environment:

Environment: Standard office/warehouse setting; frequent interaction with District staff and the general public; exposure to moderate noise levels.

Physical Work: Incumbents require sufficient mobility to work in an office/warehouse setting; walk, stand, or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; to stoop, kneel, or crouch; lift and carry up to 50 pounds; operate a forklift; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Tobacco Free: The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities. The District's policy is to hire only non-smokers, non-chewing tobacco users, and non-vapor users.

Drug Screening: All candidates who receive an offer of employment for a safety sensitive position will be required to undergo testing for commonly abused controlled substances in accordance with the District's policy.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Reviewed By:		Date:	
Approved By:		Date:	