

# RISK & SAFETY MANAGER

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Position Code: 2560

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 357

Location: Human Resources

Approval Date: 2019

## **General Statement of Duties**

Performs professional and technical work in the management and administration of safety and risk management activities of the Town, to manage the Town's risk exposure and ensure that employees are working in as safe an environment as possible.

## **Distinguishing Features of the Class**

An employee in this class is responsible for the development and administration of a comprehensive risk management and safety program for the Town. Work involves coordinative and cooperative efforts with department heads, employees, citizens and insurance carriers. Risk management duties include the administration of the Workers' Compensation and Property and Casualty programs for the Town which includes, exercising due diligence by bidding the Town's insurance program periodically to ensure the Town is receiving competitive pricing, working with carriers, investigating changes in coverage, handle the reporting of all claims against the Town and dealing tactfully with the public on liability claims against the Town. Occupational safety duties includes the development of safety programs and policies, coordinating or conducting training on a variety of OSHA and safety related rules and regulations, inspecting work areas to assure compliance with safety policies and procedures, and making recommendations for improvement of the work environment. Duties require knowledge of insurance industry programs, regulations and related general statutes, OSHA, EPA, DOT, ADA laws, rules, and regulations and basic risk management industry practices and procedures. Work requires the employee to develop creative and innovative ways to establish and maintain an effective Risk Management program including the coordination of wellness program activities for the Town. The employee is subject to inside and outside environmental conditions at various Town worksites and accident sites. Work is performed independently under the supervision of the Human Resources Director and is evaluated through conferences, review of records and reports, and implementation of successful programs.

## **Dutis and Responsibilities**

The administration of the Workers' Compensation and Property and Casualty insurance program for the Town including serving as the contact point for claims made against the Town. Serves as

the liaison to the Town's insurance carriers; answers questions from the public on claims against the Town;

Develops and administers an appropriate and efficient claims administration program (e.g. WC, Property, Auto, General Liability);

Designs and implements loss control programs using input and assistance from department heads, department representatives, and technical assistance resources;

Identifies hazardous equipment, operations and environments and recommends solutions to minimize hazards and assist in the re-engineering process;

Conducts inspections and internal audits on occupational health and safety conditions; Inspects work areas for compliance with laws, policies, rules, regulations and best practices; communicates corrective measures needed to management; reviews and re-checks progress on a regular basis until standards have been met;

Chairs various risk management related committees and events;

Reviews organizational contracts and ensures pre-qualification standards are met;

Administer or assist with the administration of organization Emergency Action Plans;

Serves as a resource for both employees and management, addressing risk and safety related questions and concerns

Oversees accident investigation process and procedures. Ensures all incident investigations have identified underlying causes in order to adequately address the issue and prevent future incidents;

Determines risk and potential loss associated with various activities; prepares recommendations to fund for loss situations;

Establishes a reporting system for claims and for newly acquired or transferred property. Reviews coverage for buildings and property, equipment and general liability for savings or supplementation of coverage;

Reviews all property and liability insurance claims for reporting to insurance providers;

Maintains records of claims and experience related to risk management activities; prepares related claims' reports;

Ensures that all Town employees have been adequately trained in accordance with OSHA standards and best business practices. Obtains resources and offers direction to department

heads for various training programs and implementation. Ensures that all training is documented as required by Town departments;

Administers the Town's Hearing Conservation Program and ensures each department is in compliance with the program;

Administers the Town's Industrial Hygiene Program and ensures each department is in compliance with the program;

Serves as the Town ADA Coordinator;

Performs special projects and related duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Knowledge of safety and risk management program development, services, activities and administration;

Considerable knowledge, skills and ability to interpret and apply federal and state occupational safety regulations, fire/life safety codes, emergency management procedures, and DOT regulations, as well as a basic knowledge of business law;

Ability to develop and implement effective risk management and employee safety programs;

Ability to develop and conduct training programs;

Ability to inspect work sites, areas, and accidents and make objective reports and findings;

Ability to communicate effectively in oral and written forms;

Ability to develop and maintain effective working relationships with department heads, supervisors, and employees;

Ability to compile data and records as required for the Town and maintain confidentiality of such records and files;

Ability to plan and coordinate projects and activities;

Ability to conduct objective and factual accident investigation and present finding accurately in oral and written form;

Effective Time Management skills;

Effective PC skills;

Ability to model safe, responsible behavior.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of fingering, talking, and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare data and statistics, operate a computer terminal, do extensive reading, and make visual inspections of work areas for safety standards.

### **Minimum Education and Experience**

A Bachelor's Degree from an accredited school in industrial relations or related field and five to seven years of experience in risk management administration; or an equivalent combination of education and experience.

### **Special Requirement**

Possession of a valid North Carolina driver's license.