

RISK MANAGER

Position Code: 2560

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 350 (\$37,762 - \$59,057)

Location: Town Manager's Office

Approval Date: 2010

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 Worker's 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.. Safety work 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 Assistant Town Manager and is evaluated through conferences, review of records and reports, and implementation of successful programs.

Duties 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;

Develops health and wellness programs to prevent accidents and create a healthy workforce;

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

Conducts inspections and surveys on occupational health and safety conditions; Inspects work areas for compliance with laws, policies, rules, and regulations; 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;

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

Serves as a resource to employees and management and addresses safety questions and concerns;

Investigates accidents and makes recommendations for corrective action;

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 supplication 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;

Obtains resources or offers training programs to implement the program, maintain safety awareness, and assures laws and policies are being followed.

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 of and the ability to interpret applicable federal and state workplace safety, environmental and DOT regulations and 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

An Associate'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.