



THE CITY OF GEORGETOWN IS CURRENTLY ACCEPTING APPLICATIONS FOR RISK MANAGER. APPLY AT GEORGETOWNKY.GOV. APPLICATIONS WILL BE ACCEPTED UNTIL JANUARY 14, 2022.

RISK MANAGER

EQUAL OPPORTUNITY EMPLOYER--DRUG FREE WORKPLACE

GENERAL DUTIES AND RESPONSIBILITIES:

- Administers property, liability and workers compensation insurance programs to include, but not limited to reporting and managing claims, tracking claims and identifying trends and responding to accident scenes if appropriate. Meets with carrier's risk management team to identify performance via scoresheets and identify areas for improvement.
- Assists Directors of Human Resources and Finance with identifying any gaps in coverage, adjusting coverage as needed and participating in any necessary negotiations.
- Functions as City's safety officer to include, but not limited to program administration, policy development and interpretation, compliance and metric management. Coordinates monthly safety committee meetings. Reviews all City job descriptions to ensure physical demands are reflective of position.
- Manages all aspects of OSHA regulations, which includes maintaining the OSHA 300 log, performing all required training and posting annual summaries, inspects worksites and facilities to identify unsafe work practices and/or environments, implements changes necessary to avoid accidents and/or OSHA violations.
- Manages workers compensation program to include training and assisting employees on using Company Nurse to report claims, obtaining internal accident/exposure reports, reporting to scene of accidents to photograph/memorialize details, following up with injured employees, working closely with claims adjustors for proper claim management, completing wage certifications when necessary. Prepares annual payroll liability report and manages annual audit. Monitors loss ratio, modifiers and premiums paid to determine the direction premiums will go in the future.
- Manages return to work program for employees injured on the job. Works with employees, their physicians and department supervisors to ensure a swift and safe return to work.
- Manages Federal Motor Carrier Safety Administration (FMCSA) program for CDL drivers, to include but not limited to annual motor vehicle records (MVR) and clearinghouse checks. Reports violations as needed. Responds to requests for information from other carriers.
- Manages Drug Free Workplace program to include but not limited to annual training, new hire training, and the random drug screening process.
- Manages property and liability program to include responding to scenes for photographing and memorializing accident details, determining when post- accident drug screening is necessary, reporting claims to carrier, tracking all accidents to identify trends and working to countermeasure accidents.
- Manages COVID safety program to include, but not limited to assisting department managers with Healthy at Work plans, exposure and infection response and if necessary, tracking vaccination status/testing program per OSHA.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Bachelor's degree from an accredited college or university in Occupational Safety and Health, Risk Management, or a closely related field, supplemented by experience in the field of loss control/risk management and at least three years of experience, or any combination of education, training and experience which provides the knowledge, skills and abilities to effectively perform the duties of the position.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Communications/Language: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations. Ability to effectively present information and respond to questions from managers, employees and the public. Excellent interpersonal skills and public speaking skills are a necessity.

Reasoning: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving some complex mathematical calculations. Must be able to seek out answers independently.

Computer Literacy: Intermediate to advanced skills in MS Office suite, including Word, Excel, Powerpoint and Outlook. Must have the ability to quickly learn internet based systems of insurance carrier.

Office Competency: Must maintain an accurate filing and records retention system.

SPECIAL LICENSING REQUIREMENTS:

Valid driver's license

OSHA 30-hour certification