



## *JOB DESCRIPTION*

### *RISK & SAFETY MANAGER*

*Conservation  
Commitment  
Community*

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<b>DEPARTMENT:</b>	<b>Human Resources</b>	<b>JOB TITLE:</b>	<b>Risk &amp; Safety Manager</b>
<b>REPORTING TO:</b>	<b>Chief Human Resources Officer</b>	<b>GRADE:</b>	<b>18</b>
<b>DATE PREPARED</b>	<b>September 2020</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>

#### **Job Summary:**

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The Risk and Safety Manager supports Clay County Utility Authority's (CCUA) strategic and operational objectives by assessing organizational risk, procuring and managing CCUA insurance programs, implementing loss control and mitigation strategies, performing cost/benefit analysis to limit financial risk, and working with insurance companies and legal teams to manage claims.

#### **Essential Duties and Responsibilities:**

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- Provide technical expertise, strategic leadership, and support for all departments relating to safety & health, emergency management and workers' compensation.
- Oversee and manage the procurement and administration of all non-benefit related insurance programs inclusive of, but not limited to, property, casualty, and management liability.
- Manage claims handling functions and tracks progress of potential claims. Lead efforts to identify and mitigate property and liability risks. Oversee litigation and complaints related to risk, safety and health.
- Review and select insurance carriers, brokers, and program providers.
- Implement, update, document, and manage risk management and safety initiatives that align with overall goals, including maintaining a competitive experience modification rate (EMR).
- Recommend changes in policy and practices to establish and achieve goals and objectives related to risk management and to ensure compliance with federal, state, and regional laws and regulations.
- Review contracts for risk identification; review and approve insurance requirements, indemnification clauses, and hold harmless clauses on various CCUA leases and contracts.
- In partnership with Human Resources, develop and manage employee safety procedures, tasks, and related prevention policies. Implement employee safety training program and develop job safety orientation guidelines for new employees.
- Monitor compliance with L&I, OSHA, and other life/safety regulations; work directly with the regulators and perform agency audits of regulatory compliance.
- Manage Injury and Illness Prevention Program and CCUA driver safety program.
- Conduct regular review of CCUA safety and accident prevention policies, procedures and tasks and recommend revisions as needed.
- Develop, implement and oversee safety education, accident investigation and reporting, and worker safety training for supervisors and staff. Ensure safety and health rules, standards and procedures are observed; conduct monthly inspections and audits of work areas and practices to eliminate potentially hazardous conditions.
- Investigate accidents and injuries to determine cause and prepare prevention recommendations. Conduct systematic safety inspections to detect hazards and unsafe employment conditions.
- Organize and oversee CCUA's safety committee.
- Work with the Facilities Administrator to support the Hazardous Waste Management Plan.

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- Implement and act as chair of CCUA Emergency Preparedness Committee to manage the integration of CCUA's Emergency Preparedness plans. Work with agency and community partners on development, implementation, and management of emergency communications and notification systems for the properties. Coordinate emergency response and assistance for all CCUA properties.
- Identify and develop emergency preparedness, mitigation, continuity, disaster response procedures and workplace violence prevention training and education.
- Plan, organize and administer CCUA's Workers' Compensation Program, including the review and processing of claims and legal documents and loss control strategy recommendations.
- Develop, recommend and implement workers' compensation policies and procedures;
- Interface with physicians, CCUA staff, and management, implement and administer a return-to-work program; monitor rehabilitation plans for injured employees.
- Acting Records Management Liaison Officer responsible for responding to all public records request, establishing retention schedules consistent with Division of Library and Information Services, ensuring staff receives adequate records management training and observes proper disposition of eligible records.
- Perform other duties, as assigned.

*The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*

### Education and Experience Requirements:

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- Bachelor's degree in risk management, industrial safety, occupational safety or related field. A combination of relevant education, certifications, and work experience may be accepted in lieu of the degree.
- Minimum of five years of experience in risk management, occupational safety & health, loss control, or public entity risk management.
- Florida Records Management Certification.
- Emergency management planning experience (mitigation, response, continuity of operations, recovery, and/or preparedness) preferred.
- Experience in the water and wastewater industry preferred.
- Certified Safety Professional (CSP), Associate of Risk Management (ARM), Certified Risk Manager (CRM), or an Associate in Claims (AIC) preferred.
- Valid driver's license issued by the State of Florida and have a satisfactory driver's record based on the criteria listed in the Clay County Utility Authority handbook.

### Knowledge/Skills/Abilities:

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- Job-Specific Knowledge –
  - Demonstrated expertise in risk management best practices. Understanding of financial data, corporate scoreboard information, and key performance indicators. Demonstrated experience in pricing/risk management and developing safety related procedures and protocols.
  - Demonstrated experience in successful negotiation and management of contracts and agreements. In depth knowledge of CCUA insurance needs and requirements. Claims Management and Negotiation Skills.
  - Demonstrated expertise in understanding of property, casualty, including exclusions, terms and conditions of coverages; OSHA regulations.
  - Demonstrated skill in consulting with appropriate process owners re: risk analysis and management.
  - Working knowledge of local, state and federal laws pertaining to property and casualty insurance; security planning and response.
  - Working knowledge of Florida's Public Records Law.

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- Customer Service – Provide high level of service to targeted customer base. Respond promptly and accurately to internal and external requests for information.
- Team Orientation and Interpersonal – Develop and maintain collaborative relationships with all levels of the organization and with internal stakeholders in CCUA departments.
- Communication – Effective verbal and written communication. Able to use correct language and grammar in a professional, diplomatic, and tactful manner. Public speaking and presentation skills.
- Organization and Time Management – Strong organization and time management skills. Able to work independently minimal supervision; plan, prioritize, and organize work, meetings, and projects in order to meet deadlines.
- Analytical Problem-Solving and Decision Making – Strong data analysis, critical thinking, creative problem solving and planning skills. Research, analyze, identify viable options, draw sound conclusions, present findings and make thoughtful recommendations.
- Systems and Software – Proficiency in Microsoft Outlook and Office.

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified in this description)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze, and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)	X	Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
	Operate heavy equipment (e.g. bobcats, backhoes, dump trucks)	X	Operate motor vehicle
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds (various items)
X	Standing for extended periods		Lifting/carrying between 20 – 49 pounds (various items)
X	Viewing computer screen for extended periods		Lifting/carrying over 50 pounds (various items)
X	Walking	X	Repetitive Motions
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Crawling/Crouching
X	Writing	X	Climbing
X	Seeing 1-5 feet	X	Physical endurance under variable weather conditions
X	Seeing 5+ feet		Other (list):
Hazards: (X = Required for job)			
X	Standard office environment		Electrical current
X	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
X	Outdoor weather conditions and outdoor terrain, wetlands, and/or dense vegetation		Proximity and use of hand-held powered equipment and/or moving mechanical parts
	Other (list):		Other (list):