



## CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: RISK MANAGMENT/~~SAFETY COORDINATOR ADMINISTRATOR~~**  
**~~DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES~~HUMAN RESOURCES**  
**~~DEPARTMENT~~**

**30 Hours Per Week**

### **GENERAL STATEMENT OF JOB**

Under general supervision, coordinates risk management and employee-workplace safety functions and activities within county government, including loss prevention and control, safety/liability issues, workers compensation claims administration, ~~employment physical agility testing, employee health physicals,~~ and return to work program. Coordinates assigned activities with other county departments, divisions and agencies. Work environment is office/field and working closely with others. Reports to the ~~Chief of Fire-EMS- Human Resources Director.~~

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Responsible for services and activities relating to the county risk management and safety functions: including loss prevention and control, safety and liability activities, workers compensation claims administration, employee return to work process, and ~~employee physicals,~~ health and wellness. An employee in this class also performs a variety of research, program development, coordination and management, and other professional level tasks for the department.

#### **ADDITIONAL JOB FUNCTIONS**

Develops, recommends, and assists in the implementation of goals and objectives for the risk management function; implements policies and procedures.

Conducts work with a high level of discretion, judgment, and diplomacy.

Establishes and maintains the privacy and confidentiality of information, records, situations and incidents regarding employee and workplace situations.

Evaluates risk management operations and activities; recommends improvements and modifications; prepares various reports.

Participates in the development and administration of the risk management and safety budget.

Prepares and distributes claims management and financial reports to departments, divisions and agencies.

Identifies, evaluates, controls and minimizes the loss of or damage to physical assets and losses arising out of liability claims.



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Serves as liaison with the department of Human Resources and for insurance representatives and rehabilitation specialists; responds to inquiries.

Investigates accidents involving employees or county property; reviews and evaluates accident and injury records and reports and identifies trends; monitors loss potential and ensures compliance with policies and procedures.

~~Works with the county Fire Marshal with the coordination and management of the county safety program, including conducting safety meetings and accident review boards.~~

Conducts and coordinates on-site inspections and observations with assistance of the Fire Marshal to obtain information regarding loss reduction and prevention; evaluates the need for future risk management, safety training and related programs.

Ensures compliance with state and federal laws; develops and administers policies and programs to comply with such laws.

~~Coordinates employee pre-employment and annual medical/physical evaluations and manages employee medical information and files.~~

~~Coordinates employee hiring and promotional processes for the department.~~

~~Willing to work a flexible schedule when required.~~

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

#### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

#### **MINIMUM TRAINING AND EXPERIENCE**

Three years of increasingly responsible experience in risk management and safety or related field.

A Bachelor's degree from an accredited college or university with major course work in risk management, business administration, public administration, or a related field; or an equivalent combination of education and experience.

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

##### **Physical Requirements:**

Must be able to perform the basic life operational skills of stooping, reaching, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform medium level work, exerting up to 30 pounds of force occasionally, and/or 10 pounds of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal and other office equipment and machines; and do extensive research and reading.

Must be able to communicate effectively orally and in writing.

Must have the ability to organize, supervise and implement a comprehensive safety and risk management program.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to prepare clear and present concise technical and administrative reports.

Ability to analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ability to work independently and with workgroups, teams and committees.

Ability to establish and maintain effective working relationships with allied health organizations, partners, and governmental agencies.

Ability to operate standard office equipment, such as personal computers.

Ability to inspect county facilities, equipment, materials and employee work practices to determine unsafe conditions and regulatory compliance.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to develop, recommend, and implement goals, policies and procedures for effective and efficient employee and workplace safety and risk management services.

Knowledge of and the ability to interpret federal, state and local laws, codes and regulations pertaining to workers compensation and occupational safety.

Knowledge of and ability to coordinate safety and risk management program development, services, activities and administration.

Experience with problem solving and conflict management processes and techniques.

Experience with policy and regulatory compliance.

Experience with budget preparation and administration.