

**PAGE COUNTY  
JOB DESCRIPTION**

**Safety/Risk Management Coordinator**

Position Title: Safety/Risk Management Coordinator  
Reports to: Board of Supervisors  
Supervises: None  
FLSA Status: Exempt  
Date Established: April 4, 2019

**DEFINITION AND DUTIES:**

Under general supervision, coordinate county's risk management, safety and worker's compensation programs with operational responsibility of auto, property/casualty and general liability insurance. Advise departments and offices on best practices for creating a safe environment. Assist with planning and implementing disaster recovery activities and implement training safety procedures.

**Knowledge of:**

- Current office practices and procedures
- Principles and practices of safety/loss control programs
- Insurance including workers' compensation, liability, property and casualty
- Federal, state and local regulations pertaining to risk exposures including OSHA, HIPAA, workers' compensation and employment law
- Principles and practices of public management, administration, and labor relations
- Page County policies, procedures, and collective bargaining agreements
- Microsoft Office program suite (Excel, Outlook, PowerPoint, Word, etc.)
- English language to include grammar, spelling, sentence structure, vocabulary and proofreading skills

**Ability to:**

- Represent Page County and perform duties in a professional, responsible and trustworthy manner
- Provide customer service that is courteous and responsive
- Establish and maintain effective working relationships with co-workers, supervisors, departments, insurance carriers, agencies, attorneys, and members of the public
- Communicate effectively, orally and in writing, to groups and individuals in formal and non-formal situations
- Handle confidential employee and administrative information with tact and discretion
- Be detail-oriented and thorough when working with documents and information
- Analyze numerical, statistical and financial data
- Exercise sound decision-making and resourcefulness in the performance of assigned tasks
- Operate common office equipment such as calculators, fax and postage machines, photocopiers, shredders, camera, projector, and multi-line telephones
- Establish and maintain accurate records/files, and prepare reliable reports
- Type 45 wpm accurately and use a computer for the purposes of word processing, data entry, spreadsheets, presentations, email and the Internet
- Handle multiple tasks and competing priorities
- Interpret, understand and apply technical documents, employment laws, county policies, procedures, and collective bargaining agreements
- Handle moderate to high levels of stress, meet deadlines and solve problems appropriate to the position
- Resolve conflict through persuasion, mediation, and negotiation
- Follow complex oral and written instructions
- Organize and present facts, ideas, and opinions clearly and concisely, orally and in writing
- Have clarity of speech and hearing which permits effective communication
- Have sufficient manual dexterity to make handwritten notations and which permits moderate to heavy

- use of a keyboard and mouse
- Have sufficient vision which permits moderate to heavy production and review of a wide variety of materials both in electronic and hardcopy forms and inspection of work sites to identify hazards
- Lift, push, pull, and/or carry up to 30 pounds
- Sit, stand, walk, reach, climb, stoop, kneel, crouch, squat, bend, twist and occasionally work in confined spaces
- Have sufficient personal mobility to complete work at various county facilities and work sites
- Work flexible schedule and additional time as needed
- Occasionally have exposure to adverse environmental conditions and uneven surfaces

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

Bachelor's degree in risk management, human resource management, business, economics or closely related field AND three (3) years of experience in risk management, claims management including worker's compensation, liability and property, and insurance administration. Public sector risk management experience and PRM/OSHA professional certification preferred.

**Special requirements:** Valid driver's license, proof of insurance, and insurable under county liability coverage. May also require use of private vehicle for official business.

**SPECIFIC DUTIES:** *to be performed satisfactorily with or without reasonable accommodation*

**An employee in this class is expected to exercise independent judgment and initiative in planning and executing work responsibilities. The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Determine the goals and objectives of the risk management program in collaboration with Board of Supervisors, Insurance Representatives, Auditor's Department, IT Director, County Attorney and Safety Committee. Develop policies and procedures for loss prevention and risk control.
- Manage worker's compensation program: Maintain OSHA logs; coordinate work-related injuries/illnesses interfacing with departments, employees, medical and insurance personnel; investigate incidents/accidents; coordinate modified duty and return to work; and oversee safety recognition.
- Maintains and retains current claim records, as well as Federal and State reports.
- Respond to general liability claims and complaints with the County's Insurance Representatives and County Attorney's Office, if applicable; investigate and implement the claims process and corrective action.
- Review incident reports involving auto and property/casualty insurance. Oversee investigations and coordinate claims. Implement drug/alcohol testing as appropriate.
- Provide assistance and guidance to departments regarding liability, risk issues and contract administration. Answer risk management and human resource related questions for employees, department heads and elected officials.
- Ensure adequate coverage is maintained for County infrastructure. Consult with insurance providers and department heads/elected officials, determine appropriate level of coverage, and review current insurance legislation to determine necessary changes in insurance requirements and coverage. Provide information, present options, and make purchasing recommendations to the Board of Supervisors for liability, property and specialty insurance policies.
- Act as chair, provide information and assistance to the Safety committee. Coordinate safety walk-through audits and site visits, and conduct ergonomic assessments. Serve as point of contact with IMWCA and ICAP.
- Assist in development and implementation of safety training programs for compliance with OSHA regulations and other federal, state or local requirements. Conduct or schedule training offerings for employees and management including hazard communication, lockout/tagout, Blood borne Pathogens, first aid, CPR, driver's training, fire prevention, confined space entry, harassment and other safety and risk prevention areas. Utilize online university and other resources.

- Prepare and maintain documents for internal recordkeeping and required submission to federal and state entities. e.g. 509A, SDS, CPR, etc.
- Coordinate handling of safety meetings and lawsuits and act as liaison with attorneys. Collaborate with County Attorney's Office. Respond to alleged OSHA violations/complaints.
- Conduct safety training. Answer employee questions and follow up with appropriate paperwork.
- Schedule presentations and training concerns. Assist employees with claim issues.
- Assist in the preparation of department budget and track risk management expenditures. Work with Maintenance Department to incorporate safety features into infrastructure.
- Work with management in determining appropriate disciplinary action of a fundamental nature and draft/review related notification.
- Collaborate with IT Director to assist with implementing and monitoring the County Disaster Recovery Plan and associated policies and procedures which are required to maintain or re- establish County services in the event of a natural disaster. Work with Emergency Management Agency to track disaster-related expenditures and FEMA to request and receive reimbursement funds due the County under federal and state disaster programs as needed.
- Respond to requests for information; conduct and complete surveys; research information, prepare reports/exhibits for contract negotiations and special projects.
- Participate in committees such as Safety and Wellness. Represent Page County and attend work-related meetings, sem/webinars and conferences.
- Answer telephone, assist walk-ins and direct parties to appropriate sources for proper handling of inquiries.
- Work with Human Resources as needed.
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices.
- Review county operations and inspect facilities, job sites, and equipment in order to identify potential risks, which may result in injury, property loss, damage, or legal liability. Analyze and classify risks based on frequency and potential severity.
- Develop and recommend solutions to improve operations and work practices that will eliminate or at least mitigate injuries and accidents.
- Develop, maintain, and implement count-wide safety program to ensure compliance with Federal and State occupational safety and health and DOT regulations.
- Work with each department to ensure that safety and training needs are being met. Assist departments by coordinating and/or conducting safety training programs to ensure compliance with all applicable federal and state laws. Assist with and provide oversight to departmental safety training records.
- Act as a liaison to the County Attorney's office, insurance companies and individuals investigating any incidences that may result in loss. Testify in court as needed.
- Monitor motor vehicle reports (MVR) and driver's licenses for compliance.
- Attend work regularly.
- Other duties as assigned.

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date