

City of Lake City, FL

Classification Description

Classification Title: RISK/SAFETY COORDINATOR
Department: CITY MANAGEMENT

Pay Grade: 4
FLSA Status: Exempt

General Description

This is responsible, specialized and administrative work in coordinating and overseeing the City's safety program, worker's compensation and liability claims and the City's safety training program. Work is performed under the general direction of the City Manager.

Nature of Work

Essential Functions:

- Manages all automotive, property and general liability claims that are filed within the City. This includes taking part in mediations and working closely with City Attorneys.
- Oversees all worker's compensation claims that are filed within the City. This includes taking part in mediations and working closely with City Attorneys and Human Resources.
- Administers and coordinates safety programs and training for the City.
- Formulates training modules and schedules educational programs for the City.
- Processes liability reports and claims.
- Confers and conducts training sessions with employees, department heads, attorneys, insurance companies, etc on safety related matters.
- Provides assistance to those seeking information pertinent to safety. Develops safety manuals and procedures. Distributes safety films, newsletters, etc.
- Investigates (from safety perspective) all City-owned / leased vehicle accidents, secures statements, injuries, pictures, etc. Ensures all incident reports are completed and leads event causal and root cause analysis investigations.
- Works with the emergency management during any emergency.
- Attends, coordinates, and works with the Safety Committee. Maintains various records and files for the committee.
- Attends Safety and Auto Accident Review Board. Maintains various records and files.

SAFETY, RISK & TRAINING OFFICER

- Investigates safety procedures and employee injuries. Makes recommendations on improvements in working conditions and safety equipment.
- Performs routine safety inspections at various locations and in the field. Accompanies Lake City Fire Department personnel during safety inspections.
- Works with various departments to maintain oversight of the Lock Out / Tag Out (LOTO) program. Performs routine inspections to verify control of energy sources.
- Develops and oversees job hazard analysis and pre-job task lists.
- Develops and oversees safety observation program.
- Develops annual budget for the department.
- Manages and performs periodic property safety inspections.
- Maintains training records as required and ensures employees meet training requirements.
- Works with outside contractors to develop training for employees.
- Inputs and retrieves information from a computer.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for word processing and/or accounting purposes.

Critical Skills/ Expertise: Must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of Principles, practices, and procedures of a municipal loss-controlled program;
- Knowledge of the principles, practices, and procedures of developing and maintaining a safety program;
- Knowledge of recent developments, current literature and sources of information in the field of safety supervision, and resource preservation;

- Ability to plan and coordinate the activities of a municipal loss-controlled reports and provide safety training; and
- Skill in computing and presenting statistical analysis of loss due to accidents for use by management.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED) Associate's or Bachelor's in Business, Occupational Safety, Industrial Hygiene or related field preferred, and four (4) years experience in industrial safety with two (2) years claims experience. Must have a valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally
- Ability to access, input and retrieve information from a computer

Environmental Conditions:

- Works inside in an office environment
- May work outside on inspection of facilities, equipment and jobs under construction

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature