

City of Lake City, FL

Classification Description

Classification Title: ADA/Risk-Safety ~~Director~~ **Manager**
Department: CITY MANAGER

Pay Grade: ~~18~~ **16**
FLSA Status: Exempt

General Description

Highly responsible administrative position working with all departments in coordinating city-wide compliance with the Americans with Disabilities Act (ADA) and coordinating the City's Risk-Safety program. Work is performed under the general direction of the City Manager.

Nature of Work

Essential Functions:

- Acts as a liaison for the city interpreting and explaining applicable ADA codes and providing technical assistance on accessibility of buildings, facilities, programs and services for governmental or community organizations and businesses to bring building, facilities, programs and services into compliance with ADA accessibility requirements.
- Works with I.T. and other departments on ADA compliance for documents, website, and social media.
- Manage all workers' compensation, automotive, property and general liability claims that are filed within the City. This includes taking part in mediations and working closely with City Attorneys.
- Administrates and coordinates safety programs and training for the City.
- Formulates training modular 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 vehicle accidents, secures statements, injuries, pictures, etc.
- Investigates all sewer or water damage claims within the City, and work with the County emergency management during any County-wide emergency.
- Attends meetings and acts as secretary to Safety Board and Auto Accident Review Board. Maintains various records and files.

- Investigates safety procedures and employee injuries. Makes recommendations on improvements in working conditions and safety equipment.
- Manages property schedules, worker's compensation claims and auto schedules.
- Coordinates and processes worker's compensation claims.
- Works with liability, risk, property, and casualty insurance companies on a regular basis.
- Develops and maintains annual budget for the department.
- Performs other duties as assigned.

(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: All employees 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: Bachelor's ~~Associates~~ degree from an accredited college or university in a related field. ~~Five (5)~~ **Three (3)** years of progressively responsible, administrative experience in regulatory compliance work. Experience with compliance and claims processing. Must have, or obtain within eighteen (18) months of employment, ADA Coordinator Training Certification (ACTCP) and/or Certified Risk-Safety Coordinator. A combination of education and experience may be acceptable in lieu of degree. Must have a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Light to moderate lifting (up to 44 lbs)
- 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