

RISK MANAGEMENT OFFICER

MERCED IRRIGATION DISTRICT RISK MANAGEMENT OFFICER

FLSA Status - Exempt

DEFINITION:

Under general direction, plan and administer District programs and services related to maintaining a safe and healthy work environment. Develop and formalize safety programs and conducts associated training, investigates workplace incidents and liabilities to the District and will be first contact for all property liability claims against the District.

Essential Functions of the Position

- Formulate, develop and coordinate safety and loss control functions of the organization. Design program to identify risks and reduce incidents, occupational illnesses, and exposure to long-term health hazards through safety training of supervisors and employees, planned inspections, skill training, first-aid care, emergency preparedness, proper job instruction, new employee indoctrination, physical protection, job analysis/procedures, and protective equipment.
- Develop and enforce safety policies and procedures in compliance with Federal and State Occupational Safety and Health Administration (OSHA) rules and regulations.
- Plan, develop, and coordinate the implementation and maintenance of District programs promoting an injury and illness free work place.
- Develop and coordinate the District's emergency preparedness plan.
- Oversee accident and injury investigations; compiles and prepares reports as needed. Reviews supervisor and employee reports for accuracy and follow up needs assessment.
- Develop, coordinate, and conduct training related to work place safety.
- Ascertain needs, plans, presents, and coordinates training programs encompassing first aid, fire, respiratory protection, hazardous communication, noise, personal protective equipment, emergency procedures and evacuation, etc.
- Provide new-employee health and safety orientations, and develop materials for these presentation measures for hazardous and potentially hazardous conditions or equipment.
- Administer, investigate and coordinate the District's claim process regarding property liability claims.
- Review current legislation, State, Federal, and local regulations related to workplace safety.
- Inspect District facilities for safety compliance and makes necessary recommendations.
- Maintain necessary documentation, records, and permits.
- Oversee the District's Workers' Compensation program. Be liaison between District and JPIA for Workers' Compensation.
- Ascertain needs, plans, presents, and coordinates training programs encompassing first aid, fire, respiratory protection, hazardous communication, noise, personal protective equipment, emergency procedures and evacuation, etc.
- Provide new-employee health and safety orientations, and develop materials for these presentation measures for hazardous and potentially hazardous conditions or equipment.
- Develop and periodically review and update Code of Safe Practices and Injury/Illness Prevention Program to ensure continuing currency and relevance in providing guidance to management and employees.
- Coordinate wellness programs within the District, focusing at the overall health of the employee.
- Receive and respond to employees' inquiries regarding workplace safety and Workers' Compensation.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Chair Safety Committee annotates minutes and promulgate to district employees.

RISK MANAGEMENT OFFICER

- Perform other duties as requested, directed or assigned.

Qualifications:

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Bachelor's degree from an accredited college or university in Business Administration, Safety/Risk Management, Industrial Hygiene, Occupational Health, Safety Engineering, Environmental or Public Health, or related field.

Experience:

Five (5) years of increasingly responsible experience in safety management with two (2) years in a leadership role.

Knowledge of:

- State, Federal, and local regulations pertaining to workplace safety.
- Techniques of developing and conducting training programs.
- Techniques of position classification and salary administration.
- Workers' Compensation laws.
- Principles and practices of conducting work place investigations.
- Safety policy development and implementation.
- Computer systems and software applications.
- Safety precautions, procedures, and practices.
- Hazardous Communication standards, procedures and practices.
- Leadership and motivational techniques.

Demonstrated Ability to:

- Provide leadership and motivation through safety.
- Plan, organize, manage, and develop the District's work place safety programs.
- Develop and implement work place safety policies and programs.
- Understand and interpret complex State, Federal, and local regulations pertaining to workplace safety.
- Develop and present effective training on workplace safety and workers' compensation.
- Provide advice and counseling on the District personnel system and policies.
- Ensure District meets State, Federal, and local requirements pertaining to workplace safety and workers' compensation.
- Organize data, maintain records, and prepare reports.
- Use computer systems and software packages related to personnel and benefits administration.

Typical Physical Activities

- Travels by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers and copy machines.

RISK MANAGEMENT OFFICER

- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Necessary Special Requirements:

- Certification or ability to obtain certification by the Department of Labor as a certified instructor of OSHA standards for construction and general industries is desirable.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Must be able to present oral information to small and large groups.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day
Hands/Arms: Operates computer for up to eight (8) hours per day
Lifting: Raises and lowers boxes and supplies up to fifty (50) pounds.
Stooping: Bends body downward and forward by bending at the knees or waist
Talking: Expresses ideas and share information orally work in person and by telephone.
Hearing: Hears well enough to receive communications in person and by telephone.
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

RISK MANAGEMENT OFFICER

SUPERVISION:

The position receives general supervision from the Director of Administrative Services.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.