

Risk Management Coordinator

Dept: Human Resources

FLSA Status: Exempt

General Definition of Work

Performs intermediate skilled technical work in the development, enforcement and administration of safety and training programs, and related work as apparent or assigned. Work is performed under the limited supervision of the Human Resources Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Develops, plans, coordinates, communicates and instructs county safety policies and procedures.
- Conducts safety programs to ensure that the County complies with state and federal safety regulations.
- Creates, maintains/updates and conducts regular safety inspections of county operations to ensure regulatory compliance.
- Ensures compliance with the Occupational Safety and Health Act.
- Facilitates and coordinates various safety trainings for line and supervisory employees.
- Maintains training tracking database for all employees.
- Advises the Human Resources Director and department heads on safety hazards and safety precautions within the various departments.
- Investigates and processes workers' compensation, automobile, property and general liability claims and files accident investigations.
- Prepares and maintains records and files on job related injuries, automobile, property and general liability claims.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices relating to industrial safety and accident prevention; thorough knowledge of applicable federal and state laws and regulations regarding employee safety; thorough knowledge of the function and operation of each department; thorough skill in the use of standard office equipment, hardware and software such as MS Word, Excel and PowerPoint and Risk Management Software; ability to compute rates, ratios and percentages; ability to analyze working conditions and recommend alternative methods and procedures; ability to plan, develop and conduct training programs; ability to communicate effectively, both orally and in writing; ability to establish and maintain firmness and tact in the enforcement of safety regulations; ability to establish and maintain effective working relationships with department directors, supervisors and associates.

Education and Experience

Bachelor's degree and one to three years experience in health, safety or training, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at

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normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- OSHA 10 Hour Certification preferred.
- Valid North Carolina driver's license within 60 days of employment.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date