



## JOB DESCRIPTION

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<b>TITLE:</b>	Risk Management Coordinator
<b>DEPARTMENT:</b>	Administration
<b>GRADE:</b>	17
<b>FLSA:</b>	Exempt
<b>EEO DESIGNATION:</b>	Professional
<b>REVISION DATE:</b>	06/19/20

### **GENERAL POSITION SUMMARY**

Under the direction of the Assistant City Manager, coordinates the City of Draper's loss control and workplace safety programs; investigates, evaluates, and resolves liability, property and auto claims; compiles and interprets risk management data and insurance plans; and prepares training with an emphasis on prevention of injuries, occupational diseases, vehicle accidents, equipment and material damage, and City liabilities.

### **ESSENTIAL FUNCTIONS:**

1. Performs a variety of administrative duties related to planning, organizing, coordinating, and implementing City-wide risk management, loss prevention, inspections, safety, and other programs.
2. Establishes and maintains City risk management policies.
3. Manages the City's Worker's Compensation claims; reviews and analyzes all incidents involving workers compensation exposure; properly documents all supporting information for each claim; ensures that the electronic reporting and record system for the claims is efficient and effective, monitors loss work time and update the OSHA 300 log; follows-up with injured employees and departments regarding light duty work and return to full duty work; meets with departments to analyze problem areas and determine corrective actions that will reduce frequency and severity of accidents.
4. Serves as the liaison for the City with the City's workers compensation insurance provider on all workers compensation claims.
5. Oversees the CDL and Safety Sensitive random drug testing program.
6. Serves as Chair of the City's Accident Review Committee (ARC) and Safety Committee. Responsible for recordkeeping, preparing agendas, notifications to employees.
7. Coordinates the identification of exposures, and works with departments to appraise, analyze, and evaluate exposures to accidental, legal, and regulatory losses through surveys, inspections, records, and contract reviews.
8. Conducts training seminars to promote City-wide awareness and program compliance and tracking for OSHA, workers compensation, harassment-free workplace, driver safety, personal protection, accident prevention, etc.
9. Assists in on-site safety and loss control inspections by departments, insurance programs, UOSH, etc.
10. Maintains inventories of City properties and equipment values and tracks capital projects to



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- ensure adequate insurance coverages.
11. Manages legal claims processing activities, including claim intake and review; conducts general investigations of claims to determine validity and liability. Maintains claims database and files.
  12. Coordinates investigations by the City departments or the City's insurance pool (Utah Risk Management Mutual Association, or "URMA"), as appropriate. Notifies URMA of claims and litigation and acts as liaison between URMA, the City's insurance broker, and insurance policy underwriters.
  13. Coordinates URMA's annual premium modification inspection of City facilities and operations.
  14. Functions as City's ADA Compliance Officer and may represent the City on related committees and meetings.
  15. Performs other related duties as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from a college or university with a bachelor's degree in public administration, industrial safety, human resources, health sciences, or related field. Minimum of two (2) years full time related experience or an equivalent combination of related education and experience. Must possess a valid driver license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of employer liability insurance and risk retention programs; design and maintenance of safety programs; and compliance requirements for regulatory programs such as OSHA, ADA, DOT drug and alcohol, etc.
- Ability to implement training programs and maintain records; work effectively with those contacted in the scope of work; track and reconcile billings, and prepare complex reports, graphs, and charts; independently research and resolve recurring problems.
- Must be able to operate various computer software and spreadsheet programs, and maintain databases and hard copy filing systems.
- Must have excellent written and oral communication skills and the ability to give oral presentations in a training environment.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

While performing duties of job, employee typically handles office equipment, objects, or controls and frequently communicates with others. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.



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Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; frequent contact with high-profile individuals.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*