

	<b>THE CITY OF KEY WEST</b> Job Description	<b>Non-Union, Exempt Position</b>	
		DATE OF REVISION	03/2016
POSITION	<b>RISK MANAGER/SAFETY OFFICER</b>	MIN. ANNUAL SALARY	<b>\$57,820.81</b>
DEPARTMENT	<b>FINANCE</b>		
JOB CODE	<b>43635</b>	GRADE	<b>30N</b>

**PHYSICAL LOCATION:**

- City Hall – Key West FL

**REPORTING RESPONSIBILITIES:**

- Reports directly to Director of Finance.

**GENERAL FUNCTIONS:**

- Under general direction oversees and directs risk management function for the City including liability insurance programs, workers' compensation program, loss control procedures, post-accident drug testing, safety compliance, compliance with environmental and occupational safety and health rules and regulations and all local, federal, state laws; assists in implementation of HIPAA policy and ADA transition plan. Will serve as the City's Safety Officer. Directs and supervises all assigned staff.

**ESSENTIAL FUNCTIONS:**

- Able to read, write, speak and understand English in order to communicate with co-workers, City officials and the general public.
- Able to work forty (40) hour work week and additional hours as required.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.
- Must possess and maintain a valid Florida driver's license.
- Able to climb stairs and navigate on foot over uneven terrain at City sites and workplaces.
- Able to maintain confidentiality of information consistent with applicable federal, state and city/county rules and regulations.

**EQUIPMENT TO BE USED:**

- Thorough knowledge of modern office machines including, but not limited to, personal computer and related software programs, in house programs and applications.

**ENVIRONMENT:**

- Air-conditioned office and outside occasionally in inclement weather.

**PHYSICAL REQUIREMENT:**

- Standing 15%
- Bending 6%
- Reaching 4%
- Walking 30%
- Lifting 5%
- Sitting 40%

**DUTIES/TASKS/JOBS:**

- Develops and negotiates through the procurement process vendor contracts for City's liability insurance related to liability, workers' compensation automobile and property programs.
- Maintains information system for timely recording of losses, claims and related costs.
- Develops and administers workers' compensation insurance program, liability programs, including claims, records, statistics, auditing, policy expiration dates, claims, cancellations, etc.
- Confers with doctors, lawyers, insurance carriers and may attend hearings, mediations and trials.
- Keeps abreast of new developments in legislation and legal decisions.
- Develops and directs department safety programs.
- Review of all insurance policies for adequate coverage and develop recommendations for insurance program improvements.
- Process reports in accordance with state statutes.
- Responsible for the processing of all claims and reports relating to third party injuries, property damage, occupational diseases, public liability accidents and other claims from reporting to carrier and investigation to closing of file.
- Ensure files are current, accurate, and complete.
- Directs the work assignments of assigned staff, assigning priorities and monitoring outcomes.
- Maintain O.S.H.A. files concerning the filing of all required reports and records.
- Take phone calls and answers questions relating to safety issues. Ensure that requested information is transmitted promptly.
- Develop statistical data for use in promoting accident and property damage loss control programs.
- Make field visits to City facilities to detect existing or potential accidents and health hazards, recommending corrective or preventable measures where indicated, report to Administration.
- Meets and confers with City departments regarding claims against the City, workers' compensation and safety issues.
- Directs the investigation of accidents and injuries and interact with responsible parties in the preparation of materials and evidence for City use.
- Analyzes, develops and monitors risk management policies and procedures for City-wide implementation.
- Monitor and assess safety related committees, keep abreast of new developments in the field of accident prevention, personal protective equipment and first aid, making such information available to all City departments.
- Review City contracts, procurement documents, and certificates of insurance to ensure adequate insurance coverage from vendors, making recommendations to City staff.
- Assist in the implementation of the City's ADA transition plan by providing risk management support to ADA transition committee.
- Identify, implement and maintain the City's HIPAA policies and procedures in coordination with Legal and Human Resources.
- Work with Legal to ensure the City has and maintains appropriate privacy and confidentiality practices under HIPAA regulations.
- Develop, implement, and enforce the City's post-accident drug testing policy.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Knowledge of Worker’s Compensation statutes and other federal and state laws related to personal injury, property damage, vehicle accidents and other risks.
- Ability to plan, prepare and deliver effective training programs.
- Ability to establish and maintain effective working relationships with City department heads, employees, general public and professional organizations and agencies.
- Ability to learn and work with City policies, procedures, land, building and historic district regulations.
- Ability to communicate effectively verbally and in writing.
- Proficiency in use of Microsoft applications and ability to develop and provide reports/manuals/handbooks/educational materials.
- Ability to use electronic data systems.
- Ability to communicate effectively with legal staff.
- Ability to effectively interact with insurance carriers, in house counsel and contracted legal personnel.
- Bachelor’s degree with course work in Business, Risk management, Insurance or Finance field. Associate in Risk Management preferred.
- Five years progressively responsible risk management, claims adjusting or safety administration experience. Local government Risk Management experience preferred.

**Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.**

**The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.**

I, \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,  
VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall - Office of Human Resources  
3102 Flagler Avenue  
Key West FL 33040  
Office Telephone: (305) 809-3714  
Fax: (305) 809-3719**