

RISK MANAGEMENT SPECIALIST

Job Code	Pay Grade
15830	CL16

Nature of Work

This is highly responsible technical and professional work with administrative responsibility of safety and occupational health programs. The position performs one or more segments of county safety and occupational health related activities and programs. The principal functions of the position are to establish and enforce requirements and policies to ensure minimization and elimination of human injury, property, and productivity losses caused by harmful contact incidents through the design and implementation of effective policies, programs, and practices. Incumbents in this classification observe and make assessments of professional and highly technical activities associated with fire protection and prevention requirements, employee safety training, hazardous material safety, safe chemical storage/use, and occupational health (first aid, pulmonary and respirator) testing. The position performs or oversees investigations and organization efforts to analyze experience and to recommend changes in work policies and practices to ensure safety. Position must use discretion in critical decisions, such as when it is necessary for the employee to go to a site and provide safety expertise, when to alert regulatory agencies such as the Department of Environmental Protection (DEP), and when a risk is so hazardous that an operation must be temporarily halted.

Minimum Qualification Requirements

- 6 years experience in comprehensive occupational safety and health programs; or
- Bachelor's degree with major course work in occupational safety/health, risk management, public administration, business administration, or related field plus 2 years experience in comprehensive occupational safety and health programs; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Participates in safety and loss control programs including the development and presentation of occupational safety and health training programs.
- Coordinates and participates in Accident and Safety Review Board and Safety Council meetings and promotes, develops and implements Action Teams.
- Conducts safety inspections at all work sites to assure compliance with OSHA, state and county directives, standards and laws; inspects facilities for hazardous conditions.
- Recommends changes and additions to ensure compliance with fire protection and prevention requirements.
- Communicates to others about the recognized standards covering workplace safety, fire prevention techniques and procedures; fire prevention ordinances and fire related building codes.
- Implements corrective action by use of tact and firmness in dealing with all levels of management in gaining acceptance of good occupational safety, health, and fire prevention practices.
- Conducts an information program and secure client involvement in fire prevention, detection, and suppression.
- Interacts with a wide variety of employees and others in all aspects of fire prevention.
- Coordinates established fire watch programs with designated building, facility, or installation program representatives, and fire marshals.
- Participates with occupational safety and health committees along with fire prevention officials on matters to ensure a safe and healthy workplace.
- Develops materials, and provides situational and classroom training on numerous occupational, safety and health topics.

RISK MANAGEMENT SPECIALIST (continued)

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Illustrative Tasks (continued)

- Attends conferences, workshops and meetings to ascertain new developments or changes in law pertaining to assignments.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of appropriate safety laws, codes, standards and regulations such as OSHA and ANSI.
- Knowledge of appropriate federal laws, codes, standards and regulations such as FMLA, FLSA and HIPAA.
- Knowledge of standard office software applications such as word processing, spreadsheets, email, internet access and risk management software applications.
- Ability to establish and maintain effective working relationships.
- Ability to resolve stressful and difficult situations.
- Ability to conduct effective negotiations with all levels of employees, individuals, professionals, the public, and organizations with tact and diplomacy.
- Ability to conduct in-depth investigations of accident and loss circumstances and responsibilities and to write special studies and reports.
- Ability to maintain and analyze statistical and factual reports, exercise sound judgment, and determine appropriate action.
- Ability to express ideas clearly and concisely, verbally and in writing.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions.
- Ability to develop, prepare and conduct training classes on a wide variety of occupational safety and health as well as fire safety, CPR and other training of safety and risk management subjects.

For official use only

Revised	EEOC Code	Overtime Code
11/12	Professionals	Classified/Excluded