

RISK MANAGEMENT SPECIALIST, LEAD

Job Code	Pay Grade
15832	CL17

Nature of Work

This is highly responsible technical and professional work with responsibility for leading and coordinating the day-to-day operations 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. The position observes and assesses both 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.)

- Represents the Safety Division and participates in standing meetings with Risk Management Director, Administrative Supervisor and Claims Manager.
- Organizes projects within the Safety Division, collaborating with fellow lower level employees for project assignments. Responsible for assigned project completion in a timely manner.
- Lead contact for EOC operation.
- Responsible for communicating new or changing programs and/or protocols to other departments and/or appointing authorities.
- Performs day-to-day assessments and evaluations of employee performance as required.
- Provides input to and attends formal performance evaluations.
- Assesses the learning needs and makes training recommendations for Risk Management Specialists.
- 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.

RISK MANAGEMENT SPECIALIST, LEAD (continued)

Job Code	Pay Grade
15832	CL17

Illustrative Tasks (continued)

- 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.
- 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 interact within and outside the department in a professional manner, exhibiting leadership qualities.
- Ability to be cognizant of, and work within, budget constraints.
- Ability to organize and complete projects, including delegating work fairly and where appropriate.
- Ability to develop a team environment through communication and timely feedback.
- Ability to provide constructive feedback, focusing on the behavior and/or issue, not the individual.
- Ability to use diplomacy, communicate with tact, patience and courtesy with peers and others.
- Ability to encourage, motivate, inspire and be a positive influence.
- Ability to lead by example.
- Ability to manage the drafting of policies and procedures for Safety Division.
- 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