

# CITY OF BEAVERTON

## Risk & Safety Officer

### General Summary

Assess, plan, implement and monitor the City safety and loss control program. Administer programs covering property and casualty risks and workers compensation safety.

### Key Distinguishing Duties

Responsible for managing the City's safety and loss control program to reduce occupational related injuries and illnesses.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Assess, plan, implement and monitor safety and loss control program. Develop, review, and implement safety work plans, services, methods, policies and procedures. Prepare a variety of special and periodic reports.
2. Administer workers compensation and property damage claims. Gather, review and evaluate claim loss data. Collaborate with workers comp and liability carriers to determine disposition of claims. Document tort, workers compensation and property damage claims. Investigate claims and evaluate City exposure and coverage.
3. Coordinate safety committee meetings. Conduct safety inspections and audits for Occupational Health and Safety Administration (OSHA) compliance. Review and recommend safety procedures, practices and equipment for departments. Prepare safety training plans and emergency plans. Coordinate or provide safety training.
4. Investigate and resolve environmental safety issues.
5. Provide ergonomic evaluations of employees' work spaces.
6. Collaborate with Human Resources staff to evaluate the risk and safety of reasonable accommodations under the Americans with Disabilities Act (ADA) and related regulations. Work with Human Resources Analyst on workers compensation return-to-work issues.
7. Prepare, recommend and monitor risk and safety program budgets. Provide explanation for variances.
8. Serve as a member of the human resources team. Evaluate performance and program effectiveness and recommend action for improvement as necessary.

9. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
10. Participate in department operational processes including procedure development and implementation.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Support and respect diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Advanced knowledge of practices and principles of workplace safety and risk management.
- ◆ Advanced knowledge of federal and state laws and regulations governing workplace safety and risk management.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to risk management and safety.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of employee training practices and principles.
- ◆ Working knowledge of budgeting practices and principles.
- ◆ Knowledge of human resources management practices.

## **Skills/Abilities Required**

- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong skill in conceptual analysis and program development and implementation.
- ◆ Strong ability to successfully manage the operations and budget of a program.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to build consensus.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing, database and spreadsheet programs and other software applications as required for position.

## **Minimum Qualifications Required for Entry**

Bachelor's degree in industrial relations, business/public administration, or related field, and 3-5 years experience in managing risk management/safety programs or claims administration, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

## **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Associate in Risk Management, Certified Property and Casualty Underwriter and Certified Employee Benefits Specialist are desirable.
- ◆ First Aid/CPR certification desirable.

## **Working Conditions**

Regular focus on a computer screen; daily precise control of fingers and hand movements; regular dealing with distraught or difficult individuals; occasional crouching, bending, kneeling, climbing or balancing; occasional use of protective gear or clothing; occasional work outdoors; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

**Classification History**

Created 7/1/2011

Status: M2

FLSA: Exempt

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Human Resources Signature

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Date