



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

LEAD AGENT: RISK MANAGEMENT AND TRANSPORTATION

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, plan, organize, coordinate and direct the District's Risk Management program; plan, organize, coordinate and direct the District employee benefit functions and activities; plan, organize, coordinate and direct the District's Student Transportation program; coordinate the functions of the District's Safety Committee; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Plan, organize and coordinate the workers' compensation program and serves as a liaison to the program administrators.
- Review and investigate industrial illness and injury situations and prepare follow-up reports.
- Review, inspect, evaluate and analyze work areas and present recommendations to ameliorate and correct injurious environmental conditions.
- Inspect school and office facilities for adherence to industrial health and safety policies, regulations and guidelines.
- Monitor areas which house potentially dangerous chemicals to ensure that safe storage and handling procedures are in effect.
- Inspect and spot check machinery and equipment to ensure that proper safety devices and equipment are in place and are being utilized.
- Plan, organize, coordinate and conduct personnel orientation and in-service training programs.
- Coordinate the functions and activities of the Safety Committee that includes receiving and providing safety related data and information, planning safety inspection and instruction programs, and provide information pertaining to new health and safety regulatory matters.
- Confer, counsel and advise District personnel and others concerning alternative solutions to safety and environmental problems, issues and concerns.
- Prepare or assist in the preparation of policies, regulations and guidelines pertaining to health and safety and employee rehabilitation practices.
- Review, analyze and evaluate school and office facility disaster plans and offer recommendations for improvement.
- Review and spot check District purchases pertaining to health, safety and environmental concerns.
- Maintain a comprehensive data and information management, storage and retrieval system.
- Drive a District vehicle to and from inspection tours.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices and trends pertaining to risk management and safety programs.
- Legal mandates, policies, regulations and guidelines regarding health and safety and related

risk management programs.

- Educational organization goals, objectives and operating practices and procedures.
- Research and analyze methods, procedures, techniques, technical writing style and formatting.
- Information and data management, storage and retrieval systems.

ABILITY TO:

- Effectively and efficiently organize, coordinate and direct a risk management, loss prevention program.
- Interpret and apply legal mandates, policies, regulations and guidelines pertaining to industrial health and safety.
- Perform action research and prepare clear and concise management reports.
- Plan, organize and influence the action of others toward the improvement of health, safety and loss conservation practices.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Drive to conduct work.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Four years of experience organizing, coordinating or directing risk management programs.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental course work, training, or workshops in safety engineering, public administration, or closely related fields is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

- Office work environment.
- Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.

- Will sit most of the time; but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

Revision Date: 1/1/2022

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**