

LEAD RISK MANAGEMENT AND TRANSPORTATION AGENT

DEFINITION

Under direction, plans, organizes, coordinates, and directs the District risk management program; plans, organizes, coordinates, and directs the District employee benefit functions and activities; coordinates the functions of the District's Safety Committee; performs other related work as required.

ESSENTIAL DUTIES

- plans, organizes, and coordinates the workers' compensation program and serves as a liaison to the program administrators
- reviews and investigates industrial illness and injury situations, and prepares follow-up reports
- reviews, inspects, evaluates, and analyzes work areas and presents recommendations to ameliorate and correct injurious environmental conditions
- inspects school and office facilities for adherence to industrial health and safety policies, regulations, and guidelines
- monitors areas which house potentially dangerous chemicals to ensure that safe storage and handling procedures are in effect
- inspects and spot checks machinery and equipment to ensure that proper safety devices and equipment are in place and are being utilized
- plans, organizes, coordinates, and conducts personnel orientation and in-service training programs
- coordinates 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 provides information pertaining to new health and safety regulatory matters
- confers, counsels, and advises District personnel and others concerning alternative solutions to safety and environmental problems, issues, and concerns
- prepares or assists in the preparation of policies, regulations, and guidelines pertaining to health and safety, and employee rehabilitation practices
- reviews, analyzes, and evaluates school and office facility disaster plans and offers recommendations for improvement
- reviews and spot checks District purchases pertaining to health, safety, and environmental concerns
- maintains a comprehensive data and information management, storage, and retrieval system
- drives a District vehicle to and from inspection tours

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QUALIFICATIONS

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 analysis methods, procedures, and techniques, and 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.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this 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

EXPERIENCE AND EDUCATION

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

Education: Verification of a High School diploma, a GED certificate, or a higher degree. Supplemental course work, training, or workshops in safety engineering, public administration, or closely related fields is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.