

Job Title: Risk Manager – Mundelein Park & Recreation District
Department: Administration
Supervisor: Human Resource Manager
Classification: Part Time-Non-Exempt-Hourly

Summary

Risk Manager formulates, implements and monitors procedural policies as they relate to safety, accident investigation and claims; responsible for documenting risk management trainings for staff; monitor risk management policy effectiveness.

Qualifications

Must have additional training or education related to the duties and responsibilities of the position for a minimum of four (4) years. Must have progressively responsible experience in a professional environment, preferably in the public sector. Associate Degree in Safety/Risk Management or equivalent field preferred or equivalent professional experience.

A. Essential Functions

- Directs Park District's risk management programs and employee safety orientations.
- Responsible for general safety and risk management concerns relating to all Park District operations, functions, grounds and facilities.
- Inspects internal and external facilities, reviews and evaluates operations.
- Reviews training and safety needs, provides and develops in-service training for Park District personnel.
- Develops and recommends safety related policies, procedures and programs; inspection reports; accident reports; safety committee meeting minutes; and chairs safety committee.
- Conducts accident and incident, property loss, and employee illness and injury investigations, makes all necessary reports, works with insurance carriers to report losses, and assists in the adjustment of claims.
- Maintains records and files related to safety/risk management certificates and training.
- Monitors existing safety programs to ensure compliance with all federal, state and local laws and regulations related to personnel, safety and insurance laws. Assures employees have necessary certificates as required by law.
- Performs job task observations, reinforcement and coaching to ensure use of appropriate equipment, including personal protective equipment, three points of contact, reversal of posture, stretching and best practices, ergonomics, lifting and material handling.
- Analyze data of accident, incident, property losses, and employee injury and illness for trends and suggests appropriate engineering, administrative and safety controls.
- Coordinates preparation and post event actions relevant to Loss Control.
- Review any other external organization audits, reviews and inspections.
- Performs other related duties as assigned.
- Acts as the Park District's Designated Employer Representative for Commercial Drivers Licenses.
- Primary liaison with local emergency services.
- Acts as the Park District subject matter expert with regards to COVID-19 and safety protocols.

Apply online at www.mundeleinparks.org