POSITION DESCRIPTION

TITLE: Manager, Risk Management and Safety
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Director, Facilities
DEPARTMENT: Facilities

SUMMARY STATEMENT:
Under the general supervision of the Director of Facilities, this position will implement and manage a cost-effective safety and insurance program. This position also supports the educational and activities programs in the Evergreen School District in accordance with District policies, State statutes, the Superintendent's guidelines, in concert with the District's risk management plan.

ESSENTIAL FUNCTIONS:
1. Identify risk exposure areas and work with the Director of Facilities in developing and implementing a risk management plan. Recommend insurance or budget for risks covered by the plan. Recommend risk management safety policies and procedures, and develop loss prevention measures to reduce risk.
3. Investigate incidents, report claims, and oversee claims as they affect District interests.
4. Conduct or arrange for safety and risk management training sessions for managers, supervisors, principals, and other employees. Coordinate safety training programs for employees, volunteers, and students.
5. Review student accident reports and recommend corrective action as needed. Ensure follow-up on corrective action.
6. Serve as District emergency preparedness chairperson, and coordinate emergency plan updates with all school district sites and local emergency preparedness agency/partners.
7. Assure compliance with WISHA regulations, fire protection codes, and insurance provider requirements. Track applications of legislative and regulatory issues. Coordinate with the Director of Facilities for corrective action.
8. Oversee the worker's compensation program and filing of claims with provider(s).
9. Conduct analysis of the frequency and severity of losses and develop goals to reduce future losses.
10. Coordinate the selection and training of security personnel to include School Resource Officers (SRO's).
11. Serve as staff member to the District safety committee and coordinate site safety committee.
12. Coordinate the District's compliance with the Americans with Disabilities Act (ADA).
13. Review contracts for indemnification language and insurance requirements.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
MENTAL DEMANDS REQUIRED:

- Reading Documents (33-66%)
- Customer Contact (66-100%)
- Verbal Communication (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Written Communication (33-66%)
- Problem Solving (66-100%)
- Constant Interruptions (33-66%)
- Reasoning (66-100%)
- Math (33-66%)
- Detail Work (86-100%)

Tools and equipment necessary:
- IBM/PC (clone), 10-key calculator, telephone, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. BA/BS in Business Administration, risk management, or related field.
2. Three years of experience in risk and safety management and/or insurance industry experience.
3. Working knowledge of claims adjusting process.
4. Experience working in the field of education desirable.
5. Certification as Associate Risk Manager, Associate Loss Control Manager, or Associate in Claims desirable.
6. Valid driver's license and acceptable driving record.

KNOWLEDGE AND ABILITIES/SKILLS
1. Strong knowledge of Washington State Industrial Insurance laws, operation and appeals procedures.
2. Knowledge of school related liability laws and related court decisions.
5. Knowledge of security service laws and practices.
6. Knowledge of effective interpersonal relation skills and personnel development.
8. Excellent oral and written communication skills.
9. Ability to resolve conflicts and problems.
10. Ability to establish and achieve improvement plans.
11. Ability to exercise good judgment and remain calm in potentially emotionally charged situations.
12. Proven ability to maintain confidentiality.
13. Ability to climb ladders, crawl in tight areas, walk on catwalks and uneven surfaces (such as a playground), and to conduct facility inspections.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: ________________

District: ________________________ Date: ________________
Manager, Risk Management and Safety