



CITY OF HOPEWELL
invites applications for the position of:

Risk Management Coordinator

SALARY:	\$47,862.91 - \$55,000.00 Annually
DEPARTMENT:	Human Resources
JOB TYPE:	Regular Full-Time
OPENING DATE:	12/04/20
CLOSING DATE:	12/20/20 11:59 PM
DESCRIPTION:	

Performs intermediate administrative work planning, organizing, coordinating, and implementing risk management, loss prevention, inspections, safety, and other related programs ensuring safety regulations are followed; preparing and maintaining records and files; preparing reports; and related work as apparent or assigned. Work is performed under minimal supervision.

EXAMPLES OF DUTIES:

- Manages the City's insurance programs; evaluates insurable potential losses, existing insurance coverage, and availability of alternative insurance.
- Reviews and processes all insurance claims including workers' compensation.
- Investigates workers' compensation, automobile, property, and general liability claims.
- Coordinates claim responses with relevant parties including City staff, responsible parties, insurance representatives, physicians, and other witnesses and experts.
- Ensures compliance with all standards and requirements relating to the Occupational Safety and Health Administration (OSHA) program.
- Coordinates City-wide safety program(s).
- Prepares and conducts City-wide training for City workers regarding health, risk management, loss prevention, and safety programs.
- Conducts safety inspections of City operations to ensure regulatory compliance.
- Prepares and maintains reports, records, and files on job injuries/illnesses and insurance claims.
- Prepares reports for City management and legal counsel for all risk and safety management issues as requested.
- Attends monthly health, risk management, and safety meetings; attends classes/training to keep up with changes in the field and certification requirements, as needed.

- Applies for safety grants on behalf of the City and maintains all required documentation for grant money received.

TYPICAL QUALIFICATIONS:

Minimum Education and Experience:

- Bachelor's degree in risk management, industrial safety, or related field and moderate experience in employee health and safety and risk management work, or equivalent combination of education and experience.

Licenses and/or Certifications:

- Professional certification/designation in Risk Management and/or Safety preferred.
- Valid driver's license in the Commonwealth of Virginia.

Knowledge, Skills & Abilities:

- General knowledge of the principles and practices of public risk management, including workers' compensation; public agency liability and claims management; safety programs(OSHA and ADA); insurance industry policies and procedures for insurable interests and claims; techniques of data research, analysis and reporting; methods and practices of municipal finance, actuarial analyses and budgeting.
- Implement and administer plans of insurance; evaluate and investigate insurance claims.
- Exercise good judgment, leadership, strategic-thinking, analytical, and organization and communication skills.
- Ability to work with minimum supervision.
- Ability to think and act strategically.
- Ability to organize and prioritize work assignments.
- Ability to work collaboratively with city staff or city attorney to resolve claims through negotiation and litigation.
- Ability to deal with multiple projects/issues at the same time.

SUPPLEMENTAL INFORMATION:

Work Environment:

- Work is primarily performed indoors but is exposed to temperature changes (warehouses, covered loading docks, garages, etc.) or extreme noise, odors, heights and/or dust.

Essential Physical Activities:

- Walking, hearing, seeing up close, standing, finger movement

APPLICATIONS MAY BE COMPLETED ONLINE AT:
<https://hopewellva.gov/employment-opportunities/>
The City of Hopewell is an EEO and V3 certified employer.

Position #RM122020
RISK MANAGEMENT COORDINATOR

Drug-Free Workplace

300 N Main St, Rm 223 Hopewell, VA 23860 804-541-2211 or 804-541-2245

humanresources@hopewellva.gov
