



**CITY OF PAHOKEE  
JOB DESCRIPTION**

**JOB TITLE:**           **RISK & SAFETY MANAGER**

**REPORTS TO:**       City Manager

**DEPARTMENT:**   City Manager

**SUPERVISES:**     N/A

**SUMMARY:**

The purpose of this position is to reduce financial loss to the City by identifying potential problems before they occur so that risk-handling activities may be planned and invoked as needed across the City; monitoring actual /potential risk associated with employees and citizens; striving towards the prevention of loss associated with legal actions; careful evaluation and prudent resolution of actual and potential legal claims against the City. The Risk Manager works under the supervision of the City Manager, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Administers and makes recommendations pertaining to all elements of the City's various insurance and safety programs as related to records, statistics, auditing, premiums, policy expiration dates, claims, cancellations, etc.
- Perform inspections and risk assessment; ensure any hazards or deficiencies are corrected immediately.
- Prevent accident, injuries, and work-related illnesses in the workplace. Create, develop and implement health, safety and training policies in accordance regulations.
- Compiles, analyzes and interprets statistics relating to employee injuries, frequency and severity factors for the City and its departments.
- Enforce, maintain or monitor a safe work environments and activities for compliance, and implement occupational safety & health regulations and guidelines and training issues.

- Recommend protective clothing and equipment, machinery, and other equipment necessary for safety. Enforce proper safeguarding of machinery, fire safety, occupational health, noise control, control of hazardous items, and environmental health.
- Prepares and/or provides safety awareness programs to encourage safe work practices.
- Confers with doctors, lawyers, judges and insurance carriers, and may attend Worker's Compensation hearings.
- Develops risk identification procedures; works to develop accident prevention and loss control methods, procedures, and programs.
- Keeps abreast of any new development concerning potential loss exposures through legislation and legal decisions.
- Performs related work as assigned.

### **Minimum Education and Experience Requirements:**

Requires a Bachelor's degree in public or business administration, insurance, risk management, or a closely related field or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

### **Special Certifications and Licenses:**

Certified Risk Manager

Must possess and maintain a valid State of Florida Driver's License.

### **Americans with Disabilities Act Compliance**

The City of Pahokee is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.