

GARRETT COUNT GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Risk Manager
DEPARTMENT: Human Resources
REPORTS TO: Director of Human Resources
FLSA STATUS: Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY:

Responsible for the formulations, implementation, and monitoring of risk management and safety guidelines, policies and regulations to ensure a safe work environment for the employees of Garrett County Government and the general public utilizing County facilities.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

Insurance/Compliance

- Formulate, update, and monitor safety and risk management policies and procedures in accordance with applicable local, state, and federal laws.
- Coordinate and chair the County Risk Management Committee and Roads Department Safety Committee.
- Review contracts and agreements in relation to indemnification language, insurance requirements and transference of risk.
- Monitor volunteer programs and special events for liability exposures and compliance with waiver and release requirements.
- Maintain a computerized comprehensive vehicle, mobile equipment and inventory for asset management and insurance purposes.
- Acquire and maintain all license plates for County vehicles and mobile equipment along with titles and certificates of origin.
- Prepare risk management and safety related grant applications for training and equipment.
- Maintain insurance coverage on County-owned items including:
 - Preparing applications/renewals for coverage
 - Maintain information schedules of all covered items
 - Prepare, submit, monitor, and investigate claims
 - Review, process and report changes in coverage
 - Review and analyze cost(s) of coverage
 - Allocate premium invoices for appropriate billings to Departments
 - Maintain and organize all insurance-related files and documentationTypes of coverage include General Liability, Public Officials, Law Enforcement, Automobile, Property, Excess Liability, Mobile Equipment, Boiler & Machinery, Environmental Tanks and Pollution Legal Liability, Crime, Fiduciary, Aviation Liability, and Community Service Workers/Prisoners for Accident and Medical and Volunteer.
- Serves as liaison between insurance carriers, employees and the public who present claims.

- Prepare annual operating budget for Risk Management inclusive of general government liability cost and provide insurance premium budgets to departments for following fiscal year.
- Monitor insurance compliance requirements and maintain Certificates of Insurance for:
 - County-Owned Real Estate
 - County-Leased Real Estate
 - County Long-Term Debt
 - Vendors
 - Subcontractors
- Coordinate and assist County-sponsored memberships with the Local Government Insurance Trust.

Safety

- Conduct periodic risk and safety inspections of job sites and County-owned facilities including parks/playgrounds to prepare inspection reports and correspondence to appropriate agencies regarding infractions and corrective actions required. Monitor progress, and verify remedial action to reduce potential liability, frequency and/or severity of losses.
- Assist with Hazard Evaluation Surveys conducted by insurance carriers.
- Develop and implement safety training programs for compliance with OSHA regulations and other federal, state, or local requirements.
- Investigate and prepare reports on safety-related infractions, accidents, and injuries through detailed inquiries into the circumstances and monitor claims files.
- Review and recommend purchase of safety-related equipment.
- Manage inspections from agencies such as Maryland Occupational Health & Safety (MOSH) and prepare follow-up reports for citations.
- Provide support as needed to prepare emergency evacuation plans for County-owned facilities.
- Oversee the County owned AEDs to ensure compliance with registration and supplies.
- Manage compliance with Haz-Mat issues related to storage, distribution, and disposal of petroleum products applicable to local, state, and federal laws.
- Coordinate safety certification program for Department of Public Works-Road and Utilities Departments.
- Coordinate equipment operator certification program Department of Public Works-Road and Utilities Departments.
- Coordinate, document and provide, applicable safety review for new hires as part of their new hire orientation.
- Coordinate Commercial Driver License (CDL) training for new hires.
- Provide support as needed to Information Technologies to implement and administrate cyber security testing and training for employee education.
- Other duties as assigned.

Surplus Property Disposal

- Assist's the Purchasing Department with surplus property disposal.
- Collaborates with the Department of Financial Services for verification and removal of fixed assets.
- Creates, maintains, and monitors auction listings on websites such as GovDeals.com.
- Coordinates with local auctioneers for in-person "live" auctions.
- Collects payment and coordinates pick up of surplus items with successful bidders.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education and Experience:

- Bachelor's degree in Risk Management, Insurance, Business Administration, or closely related field, or Certified Risk Manager (CRM) Designation supplemented by two (2) years previous experience and/or training that includes all aspects of risk management, safety, and loss prevention; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Knowledge, Skills, and Abilities:

- Be self-motivated; possess the ability to deal effectively and professionally in sensitive and difficult situations; be able to work under pressure and meet deadlines; have the ability to work confidentially and independently; possess excellent organizational skills; be familiar with risk management, basic claims and insurance functions.
- Computer literate in Word, Excel, and Access. The requirements listed herein are representative of the knowledge, skill, and/or ability required
- Excellent written and oral communication skills are required. An individual must possess the ability to interact extensively with the public, other Garrett County employees, regulatory agencies, and independent subcontractors and agents; and compose policies and procedures for review and adoption by appropriate authorities.
- Execution of mathematical functions such as, but not limited to, addition, subtraction, multiplication, and fractions is required. An individual must possess the ability and knowledge to take measurements of structures and calculate distances, square footage, and acreage.
- An individual must possess the ability to analyze facts, derive logical conclusions and make appropriate recommendations and solutions.

Certificates and Licenses:

- Valid driver's license
- A Certified Risk Manager (CRM) Designation is desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm, hand and finger dexterity with at least one hand involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job requires travel to County facilities, both indoors and outdoors in all weather conditions, for the purpose of performing periodic inspections, obtaining property data and photographs; and to any location within Garrett County to investigate accidents, incidents and/or claims. The noise level in the work environment is usually moderate.