



Position Description

Position Title:	Loss Control Manager	Direct Reports:	None
Reports to:	Executive Director	FLSA Status:	Exempt

POSITION SUMMARY

Reporting to the Executive Director, the Loss Control Manager is responsible for the development, administration, and implementation of MVRMA's loss control programs, training programs and member field services. This position regularly exercises independent judgment and discretion regarding matters of significance and works closely with member jurisdictions to assess and mitigate property and casualty risk through formal analysis, action plan development, and education. This role is positioned as a loss control/risk management subject matter expert and contributes to the creation of, and revisions to, multimedia risk management educational resources, information and training materials, and collaborates with external partners to create, present, and facilitate education/training programs. Assists the Executive Director in all technical and policy-related matters relating to the administration of MVRMA's loss control, risk management and training programs.

ESSENTIAL FUNCTIONS

1. Formulates and develops loss control programs specific to municipal operations
2. Works with Executive Director to plan and coordinate risk management, loss control, training and member services programs
3. Assists the Executive Director in the evaluation of prospective new members' loss control programs and makes recommendations to the Executive Director with regard to additions to MVRMA's Approved List
4. Provides risk management services to members including "Needs Assessment" site visits to provide comprehensive evaluations of facilities and operations, consultations with key member representatives to develop specific risk mitigating action plans and deliver risk-specific training and follow-up
5. Assists with orientation of new members about loss control policies and procedures

adopted by MVRMA

6. Assists MVRMA members and members' departments in the development and operation of department or citywide safety committees
7. Develops MVRMA's training curriculum and plans and coordinates all MVRMA training activities
8. Coordinates the completion of MVRMA's annual Best Practices evaluations, reviews Best Practices on an annual basis to prioritize MVRMA's loss control needs and makes recommendations to the MVRMA Executive Director as to how the program might be improved
9. Conducts root cause investigations, prepares written reports and recommendations, and works collaboratively with member representatives to execute post-loss initiatives.
10. Analyzes loss reports for frequency, severity, and other cost-driver specific loss trends, and communicates pertinent information, recommendations, and mitigation strategies and plans to key member stakeholders and the Executive Director
11. Provides direct assistance to MVRMA members in developing and implementing loss control policies, practices and procedures within their municipal organizations
12. Assists MVRMA members in reviewing loss control program materials and technical documents and provides members with additional resources as circumstances require
13. Maintains knowledge of current trends and developments in risk management field by reading appropriate books, journals and other literature and attending related conferences and seminars; maintains a national network of contacts in the field of public risk management and loss control
14. Makes safety training presentations in member city organizations and trade/professional associations upon request
15. Participates in the development of MVRMA's Strategic Plan, creates and recommends loss control objectives for the annual MVRMA Work Plan
16. Develops cooperative relationships with members to facilitate implementation of loss control programs and recommendations including working with members to implement recommendations or jurisdictional requirements when contracting with service providers, or when required by regulatory agencies
17. Responds to loss control advisories submitted by MVRMA claims staff and member organizations
18. Develops and facilitates workshops for members' supervisory personnel
19. Manages specialized loss control service assignments
20. Reviews MVRMA loss runs and makes recommendations to the Executive Director and MVRMA members as to how to reduce future losses
21. Provides back-up assistance to the claims process as needed
22. Communicates risk management and regulatory compliance advisories and recommendations to members.
23. Develops timely and appropriate articles for publication in MVRMA's newsletter, *Risky Business*

24. May be designated as the “acting” Executive Director in the absence of the Executive Director
25. Performs other duties as assigned by the Executive Director

KNOWLEDGE, SKILLS AND ABILITIES

1. Contemporary knowledge of risk management principles and practices, including occupational safety and health regulations, employee safety, ergonomics, industrial hygiene, loss control including loss prevention and loss reduction techniques, hazard identification, accident investigation, and governmental operations in order to create, implement, manage and evaluate a comprehensive loss control/risk management program
2. Interpersonal skills necessary to deal effectively with a wide variety of internal contacts (MVRMA employees, members’ staff and other elected and appointed officials) and external contacts (service providers, consultants, technicians, government officials, peers and professional associates)
3. Analytical skills necessary to conduct complex and detailed analysis of technical data, loss reports, state and federal statutory provisions, unique loss causation reports, research and statistical data
4. Detailed knowledge of computers and mastery of software applications including word processing, spreadsheets, data bases, web portals, risk management information systems, etc. At least intermediate proficiency with Microsoft Word, Excel, and PowerPoint
5. Demonstrated ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary with the ability to prepare and present reports, studies, educational programs and member training
6. Ability to function independently with minimal direction and oversight
7. Ability to travel to member locations throughout the State of Ohio, as well as attend training and continuing education programs throughout the United States.

QUALIFICATIONS

Desired qualifications include a Bachelor's degree in Insurance, Risk Management, Industrial Safety, Occupational Safety, Health & Safety, Safety Management, Business Administration, Public Administration or a related field from an accredited 4-year college or university and three + years of progressively more responsible experience in managing comprehensive loss control programs for an intergovernmental risk pool or a local government.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

Required: Valid Driver’s License, or ability to obtain a valid license within three-months of employment.

Desired: Current certification, or ability to achieve certification, in:

- a. Associate in Risk Management (ARM)
- b. Associate in Loss Control Management (ALCM)
- c. Certified Safety Professional (CSP)
- d. CPR/AED/First Aid

WORKING CONDITIONS

While performing the duties of this position, the employee is regularly exposed to:

- Professional office environments with little exposure to excessive noise, dust, or temperature extremes.
- Outside environments with exposure to variable weather conditions, temperature extremes, uneven terrain, and varying walking surfaces, as well as around natural and man-made environments.
- Recreation, public works, public safety and utility environments with exposure to a variety of equipment associated with such operations.
- Ventilated and non-ventilated shop and maintenance environments with exposure to mechanical equipment with moving parts, noise, dust, fumes, and temperature extremes.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to exhibit full-range of mobility of the upper and lower body, including use of hands to finger, handle, hold, or grasp to operate tools, or manipulate objects. The employee is regularly required to talk, hear, smell, feel, reach overhead, and work in various positions including stooping, standing, balancing, bending over, sitting, kneeling, crouching, crawling, climbing, and squatting for extended periods of time in a variety of indoor and outdoor environments. The employee must be able to occasionally lift, pull, and push materials and equipment up to 25 pounds throughout the workday and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are typically Monday through Friday, generally between 8:30 a.m. and 4:30 p.m. Occasional evening, weekend, and holiday work may be required as job duties demand.

TRAVEL

Travel within the Cincinnati/Dayton region during the business day to visit member jurisdictions is regular and frequent. Some travel beyond the region and nationally is required in order to access educational opportunities. As such, overnight travel is occasionally necessary.

This position description does not state or imply that these are the only duties and responsibilities which may be required of the position incumbent. This position description is not intended to create any contractual rights or responsibilities.