

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Risk Safety Coordinator	CLASS. CODE: 0071
DEPARTMENT:	Human resources	FLSA: E
REPORTS TO:	Risk Manager	DATE: 7/1/2002

Job Summary:

Inspects, enforces and instructs employees in all aspects of safety and health. Interprets and advises City employees regarding rules, regulations, codes, statutes, policies and procedures as they apply to the work environment.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Provides claims management for the self insured workers' compensation program; monitors and analyzes claims, works with third party administrators to review medical records and recommends courses of action. Interprets regulations, coordinates activities of legal counsel. Represents the City at workers' compensation hearings.
2. Researches, interprets and enforces City, County, State and Federal health and safety rules, regulations, statutes, codes, policies and procedures.
3. Prepares reports, interprets and follows procedures for administration of injury leave in accordance with City policy.
4. Inspects City facilities, equipment and job sites to ensure compliance with City, County, State and Federal rules, regulations, statutes, codes. Policies and procedures.
5. Responds to injuries, accidents or events that require documentation. Assists in investigating all serious personal injuries, liability and property damage claims and other related work as required.
6. Interacts and assists in problem solving with employees and citizens.
7. Acts as technical advisor and consultant; provides research to departmental safety committees and/or line supervisors.

Important Job Functions

1. Advises and trains employees on safe work procedures and practices.
2. Develops and researches safety policies and procedures. Researches resources and recommends vendors to provide required services such as hearing conservation providers.
3. Attends meetings and various training seminars and conferences as required.
4. Performs other duties as required by the Risk Manager.

MATERIAL AND EQUIPMENT USED:

- Desktop computer, calculator
- Digital camera, cell phone, multi-channel 2-way radio
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in safety, business administration or related field, and,

Three (3) to four (4) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Valid Oregon Class C drivers license required.
- Bilingual language skills desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Self-insured workers' compensation programs.
- Claims management.
- OR-OSHA/FED OSHA codes, DEQ and EPA regulations.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Present technical ideas effectively, both orally and in writing.
- Speak and present effectively in front of large groups.
- Deal with a variety of issues related to liability, property damage, and workers' compensation claims.
- Use personal computers for work processing and data base management.
- Develop and present training programs.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Work in both office and field settings, in adverse weather conditions, at heights, depths or in confined spaces at times, with exposure to traffic and other potential hazards.
- Respond to emergencies on short notice during all hours and provide own transportation in such emergencies.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- See with clear vision and discern colors.
- Bend, kneel, stoop or climb.
- Work at heights, depths, in confined spaces, in adverse weather conditions, and in traffic situations.
- Lift up to 20 pounds.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.