

**NORTHAMPTON COUNTY, N.C.
NOTIFICATION OF POSITION VACANCY**

09/03/2019

Safety / Risk Coordinator

The Northampton County, Human Resources Department is accepting applications for a Safety/Risk Coordinator for Northampton County Local Government.

The Safety/Risk Coordinator is responsible for overseeing the communication of all safety related information throughout the County and managing the development, implementation, and modification of training programming regarding safety policies, procedures and technical skills for all applicable employees. This position is responsible for managing all technical requirements for responding to minor and major incidents involving County personnel and property. This position will also help minimize risk in our day to day operations through performing assessments and providing trainings. This position will assess, investigate, and research activities and scenarios and provide expert advice that addresses the questions and concerns surrounding County safety incidents. This position serves as administrator of the County's Safety Program, Worker's Compensation and Liability and Property Insurance programs.

Work is performed under the general direction of the County Manager and in accordance with local government procedures, local ordinances, and the North Carolina Statutes.

Requirements: Bachelor's degree in business, management, risk management, finance, or related field and prefer at least 2 years' experience in the risk management field; or an equivalent combination of education and experience.

Apply in person at the Northampton County HR Department, 9467 HWY 305, or mail the application to: HRD, PO Box 367, Jackson, NC 27845 or send via email to ContactHR@nhcnc.net

NORTHAMPTON COUNTY APPLICATION IS REQUIRED AND AVAILABLE AT:
http://www.northamptonnc.com/departments/departments_f-v/human_resources/index.php

Grade: 68, **Salary Range:** \$38,611 - \$68,128

Anticipated Hiring Salary Range: \$38,611 - \$44,775

Salary to be based upon qualifications and experience.

Closing Date: Specific Date or Open Until Filled

SEE COMPLETE JOB DESCRIPTION BELOW

*Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens.
Northampton County Is A Drug-Free Workplace. All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.*

Safety/Risk Coordinator

Position Description

This position is responsible for overseeing the communication of all safety related information throughout the County and managing the development, implementation, and modification of training programming regarding safety policies, procedures and technical skills for all applicable employees. This position is responsible for managing all technical requirements for responding to minor and major incidents involving County personnel and property. This position will also help minimize risk in our day to day operations through performing assessments and providing trainings. This position will assess, investigate, and research activities and scenarios and provide expert advice that addresses the questions and concerns surrounding County safety incidents. This position serves as administrator of the County's Safety Program, Worker's Compensation and Liability and Property Insurance programs. This position reports directly to the County Manager.

Duties and responsibilities of the job

Designing and implementing an overall safety management program for the County;
Performing risk assessments: Analyzing current risks and identifying potential risks that are affecting the County;
Performing a risk evaluation: Evaluating the County's previous handling of risks, and comparing potential risks with criteria set out by the company such as costs and legal requirements;
Risk reporting tailored to the relevant audience;
Educating the Board about the most significant risks to the County; ensuring department heads understand the risks that might affect their departments; ensuring individuals understand their own accountability for individual risks);
Implementing health and safety measures;
Conducting policy and compliance audits;
Maintaining records of insurance policies and claims (Worker's Compensation and Liability and Property);
Building risk awareness amongst staff by providing support and training within the company;
Conduct and report on all tasks assigned by the County Manager;
Propose possible solutions/programs/protocols for minimizing risk and liability;
Monitor operations to ensure compliance with all insurance and legal obligations;
Demonstrate thorough and fair practices in all investigations and inquiries;
Stay abreast of all safety laws and regulations affecting the County and ensure that the County has all required state, federal and other appropriate safety related policies and procedures in place and regularly review and update policies and procedures;
Promote a positive working environment that motivates all employees to exercise pride, integrity and personal ownership in their areas of responsibility and to strive for excellence;
Work with insurance carrier to manage claims and reduce loss exposure;
Development of annual calendar and curriculum for mandatory and elective training for employees;
Conduct post-incident internal review and follow up for coaching purposes;
Promptly respond to inquiries from employees;
Be receptive to and competently use new technologies;
Other duties as assigned.

Accountabilities:

Share knowledge learned from incidents/accidents with local and regional management for training purposes to reduce future losses;
Develop and mentor staff through supporting all company leadership training;
Assist, communicate and share knowledge and information with co-workers for mutual benefit and growth;
Keep all customer and employee information confidential and only use such information in the context of assigned duties;

Interact with customers and co-workers in a respectful and courteous manner;
Consistent compliance with company Standard Operating Procedures, local, state, and federal safety and compliance regulations;
Support Mission Statement, Vision and Core Values.

Knowledge, Skills, and Abilities:

Demonstrated ability to read and write English and perform basic math skills;
Ability to perform all functions of the job in every weather conditions;
Proficient knowledge of County Standard Operating Procedures (SOP's);
Proficient knowledge of County Safety Policy;
Demonstrated ability to competently perform accident investigations.

Qualifications and Requirements

Bachelor's degree in business, management, risk management, finance, or related field;
Prefer 2 years' experience in the risk management field;
Keen eye for details and exceptional problem solving skills;
Excellent communication skills, both written and verbal;
Strong math and computer skills, including Microsoft Office;
Database use and management experience;
Exceptional organizational and critical thinking skills;
Reliable and thorough with a deep commitment to accuracy;
Self-motivated and able to work independently;
Able to pass a background check.