

JOB TITLE:	<b>DIRECTOR OF RISK MANAGEMENT AND SAFETY</b>	DIVISION:	<b>DISTRICT – RISK MANAGEMENT &amp; SAFETY</b>
REPORTS TO:	<b>DEPUTY GENERAL MANAGER - A &amp; D</b>	EEO CATEGORY:	<b>01 – EXEC</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

The Director of Risk Management and Safety develops, implements, administers, and evaluates policies, programs, and procedures for loss prevention, occupational health, workplace safety, environmental safety, and workers' compensation programs in accordance with federal, state and local regulations, industry standards and District policy. This position also oversees and manages the District Emergency Preparedness and Disaster program.

The Director of Risk Management and Safety will work with the Auditor/Controller and the District's brokers regarding insurance programs; will also act as the primary contact for all risk management issues across the District. Under general administrative direction of the Deputy General Manager of Administration and Development, the Director of Risk Management and Safety exercises considerable independent judgment and initiative to achieve objectives. This position provides guidance to, and receives direction from the highest levels of management and supervises and evaluates the work of professional and clerical staff to administer programs. Responsibilities include continuous contact with District management, supervisors, labor representatives, Board of Directors, and federal, state, and local contacts.

### Essential Responsibilities

- Plans, organizes, and directs the administration of District risk management functions including loss prevention, occupational health and safety, workers' compensation, and property and casualty insurance.
- Regularly evaluates risk/loss experience insurance and self-retention levels, and effectiveness of self-insured and commercial insurance coverage.
- Develops, implements, administers, and evaluates safety policies, procedures and programs to reduce work-related accidents, injuries and illnesses; identify, evaluate and control potentially hazardous conditions and financial losses.
- Oversees litigation management, investigation and settlement of workers' compensation, liability, marine and property claims.

- Works closely with District's General Counsel to manage and settle potential high value claims.
- Administers and oversees the District's Alternative Dispute Resolution programs with various bargaining units.
- Completes and/or oversees required reporting, permit applications and renewals, hazardous substance taxes and statements, regulatory inspections and follow-up.
- Directs the administration of self-insured workers' compensation and other risk management programs and establishes policies and procedures for structured return-to-work programs, including management of the alternative dispute resolution programs for the District.
- Oversees development, implementation and ongoing maintenance and enhancement of comprehensive and department-specific workers' compensation and safety plan with fiscal loss control and cost containment.
- Directs staff involved in conducting safety inspections and preparing reports or recommendations for remediation; making recommendations for accident prevention, conducting and/or arranging for safety training, preparing written policies and compliance to state and federal safety regulations and attending departmental meetings.
- Prepares official and informational reports for consideration by senior managers and the District's Board of Directors, technical staff of the District or other agencies, and makes technical presentations before senior, managers, the Board of Directors, public and private organizations and other as required.
- Drafts scope of work and technical specifications for projects to be undertaken by consultants; coordinates the process of consultant selection; provides technical liaison with consultants and coordinates contract administration.
- Prepares and administers department budget.
- Performs liaison function with outside agencies such as Cal-OSHA, Environmental Protection Agency (EPA), Department of Fish and Wildlife and Fire Protection Services.
- Researches regulations, standards and codes; coordinates compliance with federal, state and local environmental regulations.
- Conducts regular safety meetings with Bus, Ferry, Bridge, and District Division employees to discuss potential environmental and/or safety problems, interprets procedures, and conducts safety training.
- Personally and through subordinate personnel, inspects equipment, tools and work aides for proper and safe operation; recommends removal from service of equipment, tools and work aides for required repairs or modifications as necessary.
- Reviews medical records and occupational health surveillance for District employees as necessary; monitors worker disability; complies, analyzes and interprets statistical data related to exposure factors and recommends preventive measures and loss control systems.
- Regular and reliable attendance and performance is required

## Knowledge, Skills and Abilities

### Knowledge of:

- Federal, state, county, local, Cal-OSHA, U.S. Coast Guard, Department of Transportation (D.O.T.) and EPA requirements and industry standards and the ability to apply those requirements to highly variable and diverse work situations and environments.
- Principles and practices of risk management, loss control claims management protection programs.
- Training techniques, training program development, development of procedures and manuals, and techniques of implementing and promoting programs in a multi-faceted organization.
- Contract development and administration; public liabilities; principles of insurance; indemnification, and underwriting.
- Alternative Dispute Resolution (ADR) Programs.
- Litigation process both workers' compensation and liability, including mediation.
- Methods and techniques of environmental sampling, analysis and modeling.
- Current records management systems and technology.

### Skills / Ability to :

- Applying principles and practices of analysis and evaluation programs, policies and operations
- Represent the District professionally and effectively with others
- Organize work, set priorities, coordinate multiple projects, follow-up work and meet critical deadlines, and reach sound conclusions under pressure
- Obtain collaboration and cooperation from top managers and staff and to develop and maintain positive, professional, service oriented working relationships with all encountered in the course of work
- Research, compile, analyze and interpret complex technical, financial and other statistical data
- Communicate complex information through oral and written presentations to senior managers, the Board of Directors, representatives of the media, and the general public
- Read and organize written materials for presentation
- Communicate effectively orally and in writing
- Maintain a calm professional demeanor under all working situations and conditions
- Demonstrate computer proficiency with MS Office (Word, Excel, Outlook and Powerpoint) and computerized tracking systems and controls including Risk Management Information Systems.

## Minimum Qualifications

### Education and/or Experience:

- Bachelor's degree with major course work in Risk Management, Safety Engineering, Environmental Health and Safety, Occupational Health, Industrial Hygiene, Business or Public Administration, or a closely related field.
- A Master's degree in a related field may be substituted for one year of experience.
- A minimum of five years' recent position-related management level experience in the field of Environmental Health and Safety; with working knowledge of Workers' Compensation, Disability Management, and Risk Management required.
- Experience with self-insured program; Excess Liability, Excess Workers' Comp, Property & Marine.
- Experience with Third Party Administrators (TPA's) including Workers' Comp and Liability.
- Experience with Workers' Compensation Alternative Dispute Resolution (ADR) Programs.
- Experience with Workers Compensation Public Entity Liability Claims and Marine Claims is desirable.

### Required Licenses / Certifications:

- Certification as a Certified Safety Professional (CSP) and/or Certified Industrial Hygienist (CIH), or Associate Risk Management (ARM).
- Must possess and maintain a current, valid California Driver's License and a satisfactory driving record. Operates District Vehicles on a regular basis.

### Physical Requirement:

Must be able to respond to emergencies on a 24-hour basis. Must be willing and able to travel to District work locations, attend offsite meetings, and occasional evening meetings. Work requires the incumbent to visit indoor and outdoor work sites including maintenance shops, bridge scaffolds, marine facilities and ships. The work requires the ability to stand; walk; climb stairs or ladders and work at high elevations; have manual dexterity to operate controls and equipment; reach with hands and arms; balance; stoop; kneel; crouch; crawl; talk and hear. May be exposed to workplace hazards or conditions during emergency response; and may be exposed to elements during outdoor work. Some lifting may be required - generally up to 50 pounds.