

LOSS PREVENTION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating safety programs and activities for the County Government, and for establishing training or education programs to meet safety needs and control loss. The position will include responsibility for taking compliance action with respect to statutory or regulatory requirements in the areas of occupational safety and health and building construction safety and auto. Work is performed under general direction of Insurance Administrator with leeway for independently performing most duties. Supervision may be exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Gathers investigative reports of accidents and prepares necessary additional information in

order to develop and maintain a system for processing data associated with loss prevention;

Maintains and analyzes accident records, including but not limited to, worker's compensation, liability and auto;

Develops and implements a variety of safety related education or training programs for county employees;

Establishes and maintains records and reports as required by occupational safety and health statutes or regulations;

Makes recommendations to department heads and the legislature for the reduction or elimination of risks to personnel and public;

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Inspects completed county projects to identify and measure conditions which present problems of prospective financial liability for the county;

Inspects work areas on a periodic basis to identify and measure conditions which pose a significant risk of accidental injury to employees;

Inspects equipment, tools, machinery and supplies to ensure that they meet safety requirements and quality standards;

Takes inventory of all toxic substances of materials found in or around county work sites;

Catalogs hazardous materials and requests material safety data sheets from suppliers or manufacturers of toxic substances.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of statutory and regulatory requirements relating to occupational safety and health and building safety; good knowledge of toxic substances; ability to identify safety problems and make suggestions to solve same; ability to instruct employees in safety precautions and procedures; ability to understand and interpret complex written material; ability to prepare written and statistical reports; ability to develop and maintain a computerized record keeping system; and ability to supervise the work of subordinate staff members.

MINIMUM QUALIFICATIONS: Either:

- (A) An associate degree in Risk Management, Traffic Safety, or related field and one year experience in the operation of a safety, traffic or risk management program; or

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- (B) Three years experience in the operation of a safety program, risk management program, or occupational/building safety inspection program; or
- (C) An equivalent combination of training and experience as indicated in A and B above.