KEYS JOB DESCRIPTION

TITLE: Safety and Risk Officer

POSITION CLASSIFICATION: Management (Exempt)

MISSION: The purpose of this classification is to evaluate and oversee the administration of the KEYS safety and risk programs and work with management and other KEYS personnel and consultants to identify and limit the possibility of financial loss to KEYS in relation to property and/or people.

REPORTS TO: Director of Management Services

GENERAL DUTIES:
1. Administer the safety and risk Program for KEYS.
2. Manage insurance programs such as property liability, automobile, windstorm, flood, pollution, casualty, workers compensation, Public Officials, Errors and Omissions, Fiduciary and timely renewals for board approval.
3. Conduct regular "safety and risk audits," including work-site inspections throughout the System, and make recommendations for improvements. Provide written safety procedures as requested.
4. Perform planning, budget preparation, record keeping, and preparation of reports pertinent to safety and risk.
5. Coordinate OSHA safety and accident prevention training programs for all employees including new hire safety orientation, and recommend proper safety training and PPE as needed. Maintain OSHA files concerning the filing of all required reports and records.
6. Chair KEYS Safety Committee. Assist management with monthly safety meetings and/or requested training programs as requested.
7. Investigate accidents and customer claims involving KEYS employees, property, or equipment. Prepare reports including analysis of contributing factors and preventative measures and file the claim with the insurance carrier along with all supporting documentation that will assist the insurance carrier in their investigation of the claim.
8. Respond to all emergency calls during work hours and after hours as needed. May require announced or unannounced response to after hour calls for emergencies, accidents involving KEYS employees and/or serious or dangerous incidents involving third parties. Perform investigation of the accident, injuries, and/or property damage and follow up with a more thorough investigation as soon as practical.
9. Coordinate safety and risk inspections with insurance carriers and/or consultants and communicate with KEYS recommended corrective actions Act as KEYS Liaison for safety and loss control inspections, appraisers and insurance carriers, consultants, and retained counsel, if necessary throughout litigation.
10. Coordinate work of outside engineers, contractors, and support personnel to ensure efficient use of those resources and KEYS personnel as it pertains to safety, risk and environmental.
11. Act as EOC Coordinator for KEYS. Plans, schedules and coordinates the manning of Monroe County’s Emergency Operations Center for pre, during and post hurricane with KEYS employees. Attends all Monroe County Emergency Management pre and post hurricane meetings and relays information from and to KEYS.
12. Prepare daily, weekly and monthly work assignments.
13. Analyze claims history, and use data to make recommendations to prevent future loss to System.
14. Inform KEYS management personnel, as needed, of changes as well as proposed changes, in regulations [Federal, State and Local] which may affect KEYS operations. Ensure that employees and management adhere to all applicable regulations.
15. Oversee worker's compensation and return-to-work programs. Assist Human Resources with any insurance (worker’s compensation, etc.) problems that may arise.
16. Respond to Critical Care Customer inquiries, verify need and coordinate with department to ensure proper identification of KEYS facilities.
17. Oversee security functions of the entire system, to protect Keys Employees and property. Meet with Key West Police, Monroe County Sheriff, and State Attorney’s office on all breaches of security.
18. Assist Finance with damage claims that produce ARM's for uninsured properties.
19. Assist Purchasing with the development of insurance requirements for all contracts and set and review insurance guidelines for purchasing as needed.
20. Review all bid specs from Purchasing and ensure that all insurance related issues are included in the spec prior to release.
22. Conduct “Notice to Proceed” safety brief with contractors prior to initiating work on KEYS property and/or facilities.
23. Assist Human Resources in the administration of the Drug-Free Workplace and FDOT random drug testing programs.
24. Participate in administrative review hearings and/or investigations and makes recommendations on disciplinary issues regarding KEYS employees as needed.
25. Travel for KEYS business as required. Attend meetings for safety and risk compliance with FMPA, FMEA, APPA, and other agencies as required.
26. Perform other job-related duties as requested.

QUALIFICATIONS:
1. Must have read and understand the job duties and training needs sections of this job description.
2. HS diploma; BS degree preferred and at least three years experience in a related safety management and/or risk management field with specialization in workplace safety and health. Work experience in the field of safety preferred. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.
3. Must have or be able to obtain within one-year, Certified Safety Professional designation, by the Board of Certified Safety Professionals.
4. Must have or be able to obtain within one-year NIMS certification.
5. Must be able to communicate effectively in English, both orally and written.
6. Must be able to work with sensitive information in a confidential manner.
7. Must possess thorough knowledge of various processes of electric power generation, equipment, and safety procedures and regulations.
8. Must be able to work with budgets, schedules, numbers, and people.
9. Must pass basic math test.
10. Must be proficient in the use of computers (word, excel, outlook).
11. Must have a valid Florida Drivers License with an acceptable driving record, as determined by KEYS, and maintain at own expense.
12. Must be able to deal with the public and fellow employees in a diplomatic and businesslike manner.
13. Must be able to lead and direct the work of others.
14. Must be available to work weekends, holidays, and after normal working hours when required. May require announced or unannounced response to after hour calls for emergencies.

15. Must attend educational courses, seminars and workshops as needed and be willing to travel by commercial airlines.

16. Must possess a good working knowledge of laws that affect safety, environmental, and risk management.

17. Must be able to follow procedures and deal with people in a diplomatic and professional manner.

18. Must possess the interpersonal skills to effectively work with a diverse workforce, other internal departments, and external government agencies.

19. Must be able to perform the essential job duties of this position, as described in the job duties section of this job description, with or without reasonable accommodation for any mental or physical disability.

TRAINING NEEDS:

1. Supervisory and/or management skills training as required.
2. Employment Laws and Regulations
4. Certified Safety Professional & NIMS recertification’s as required.
5. KEYS computer systems (IVL, Security, Training Tracker, Harris)
6. Investigating & Litigating Utility Contact Accidents course through Alan Clapp Research.
7. NESC training seminar
8. OSHA Inspection training for Utility workers – OSHA 30-hour Certification.
9. Completion of a valid CPR Instructor training course and updates as needed.
10. KEYS insurance carriers and policies.

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