



## **Risk Manager**

### **Gurnee Park District**

**Contact Name:** Kraig Owens

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**Contact Phone:** 847-599-3763

**Closing Date:**

**Salary:** \$54,000 - \$57,000

#### **Description:**

Under the direction of the Director of Parks and Planning, the Risk Manager is responsible for administering and managing the Gurnee Park District's risk management safety program including the development and implementation in a manner that fulfills the mission and strategic goals of the organization while complying with local, state and federal laws and accreditation standards related to safety and risk management.

#### **QUALIFICATIONS**

- **Experience/Education** – The position requires BA/BS in Human Resource Management, Parks and Recreation, Training and Organizational Development, Safety/Risk Management or closely related field from an accredited college or university. At least three years of supervisory experience in the field of public risk management is desired.
- **Skills/ Competencies** – Must be able to plan, organize and manage a complete district safety program, including all administrative and operational functions associated with staffing, programs, buildings and grounds. Good written and verbal communication skills are important. Must be self-motivated and achieve goals with minimal supervision or direction. The Risk Manager must possess the ability to maintain positive and effective working relationships with staff members, employees, cooperating agencies, vendors and customers. Must possess a thorough knowledge of the philosophy of recreation and park safety management and the ability to communicate and train others. A sound background in financial management and budgetary techniques as well as knowledge of personnel management principles and practices is mandatory. The Risk Manager must possess knowledge of the principles, regulations and techniques relating to all District, Park District Risk Management Agency (PDRMA), OSHA, IDOL, local health department and any other governing agency that directs workplace safety. The Risk Manager must be able to identify district safety concerns and be able to implement a comprehensive safety program for all of the District's employees, patrons, facilities, equipment and assets.
- **Certifications** – Must have a valid driver's license upon hire. First aid, CPR and AED certification is required within 90 days of hire and must be maintained. Additionally, if not already attained the following is also required and must be maintained: Illinois Pesticide Applicators License or become certified within six months of employment; Must be a Certified Playground Safety Inspector within 12 months of employment; General food safety training required from Lake County Health Department within 6 months of employment.

## ESSENTIAL FUNCTIONS OF THE JOB

1. Under the direction of the Director of Parks and Planning, is responsible for all safety-related inspections, documentation, training, staff safety orientations, and leads the Safety Committee.
2. Manages a team of park patrol security team members, including recruitment, hiring, scheduling, recognition, training and development, corrective action and write performance appraisals.
3. Assist in the development and implementation of loss prevention programs.
4. Develop a departmental in-service training program as directed.
5. Assists in the development program for public safety and security within the park district.
6. Identifies resources to assist in the development of courses and classes to support the Parks Department training program while developing safety guidelines for procedural manuals for all departments.
7. Develops, maintains, updates and presents the Park District Orientation Program to new Parks Team staff. Also maintains all training and certification records.
8. Responsible for developing, updating and training staff on the district's emergency action plans for programs, facilities and parks.
9. Coordinates the Park District's Defensive Driving training.
10. Develop, plan and coordinate a diverse selection of staff development and training programs and to conduct training needs assessments and training evaluations.
11. Conduct routine inspections of the park areas and facilities for maintenance and safety.
12. Coordinates all Local, State and Federal mandated safety inspections of the park areas and facilities that require outside contractors to preform said inspections.
13. Works with all district departments to ensure that training is conducted that keeps the Park District in compliance with all federal and state health/safety guidelines.
14. Maintains an accurate inventory of training materials.
15. Coordinates the Park District Risk Management Agency's (PDRMA) annual field evaluations and audits.
16. Coordinates the Park District Risk Management Agency's (PDRMA) General Liability, Auto-Liability, Property Loss and Workers Compensations incident/accident reporting, investigations and claims processing.
17. Serves as a resource for District staff on training, safety and risk management questions and issues.
18. Plans, schedules, and notifies staff of mandatory training programs (i.e. DDC, Right-to-Know, First Aid/CPR).
19. Prepare and maintain safety evaluations and reports as required.
20. Serves as liaison to the Village of Gurnee's Police and Fire Departments.
21. Makes recommendations and works to ensure that the Park District is in compliance with all ADA guidelines for registration, programs and facilities.
22. Plan, schedule, supervise and follow-up daily with park district and non-district personnel involved in park and recreation operations to assure safe completion of assigned tasks.
23. Perform administrative tasks related to payroll, purchase orders and vendor payments, project and property file management, etc.
24. Prepares and/or directs the preparation of board summaries, monthly reports, and periodic/special reports.

25. Assist with the coordination of annual departmental goals and objectives and monitor as assigned. Represents the District on various community-wide committees, public meetings and other functions as requested by the Director of Parks and Planning.
26. Maintain positive and effective working relationships with other supervisors and subordinate employees.
27. Work harmoniously with fellow employees, patrons, community groups and other units of local government.
28. Attends professional conferences and workshops; attends meetings and participates in IPRA, PDRMA and local community agencies, associations and organizations.
29. Develop, maintain, and/or engage with community agencies and groups whose purpose will be of benefit to the park district operation or improve the community.

#### ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Must prepare and administer a budget and develop financial controls.
2. Must understand and utilize district computer systems and job related software applications.
3. Work weekends and holidays as assigned.
4. Coordinate and work on emergency repair calls as necessary (evenings, weekends & holidays).
5. Safely operate vehicles and equipment necessary to perform job assignments.
6. Certified Park and Recreation Professional (CPRP) accreditation strongly encouraged.

#### PHYSICAL DEMANDS AND SPECIAL REQUIREMENTS

This position may involve training in high places, enclosed spaces, crawling, climbing or kneeling. Employee may be required to lift and operate various equipment and heavy machinery.

Hours: Full-time, salaried position

Compensation: Salary range is \$54,000 - \$58,000. Starting salary is commensurate with experience and qualifications of the successful candidate. Includes an excellent benefit package.

Contact: Kraig Owens, Director of Parks & Planning

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Closing Date: August 26, 2022

To apply immediately:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=71461&clientkey=1B4D77D840641B2EC303AA62E9719592>

The Gurnee Park District is an Equal Opportunity Employer.