



Safety and Risk Manager

Skokie Park District

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Closing Date: 2023-02-24
Salary: \$68,000 - 80,000 DOQ

Description:

The Skokie Park District team is growing! We have a newly created Risk and Safety Manager opportunity in our Human Resources Department. Reporting to the Director of Human Resources, the Risk and Safety Manager will oversee and direct all aspects of the District's Risk Management program including implementation, training, and enforcement of our safety program and standards.

Essential Duties include but are not limited to:

1. Manages all safety and risk management efforts. Develops the safety budget. Serves as the District's Safety Committee Chairperson and sets agendas for monthly safety committee meetings.
2. Oversees and manages all accident reporting, property loss reporting, vehicle loss reporting, workers' compensation claims and all legal claims received by the district. Works closely with PDRMA (Park District Risk Management Agency).
3. Works closely with the District's risk management agency, PDRMA to assure that the District is in compliance with PDRMA's and the District's safety standards.
4. Directs, plans, coordinates, develops and implements safety training and safety programs for staff District-wide.
5. Manages and is responsible for the coordination of the PDRMA "Loss Control Review Accreditation" process District-wide.
6. Manages and is responsible for overseeing, and the coordination of safety audits District-wide.
7. Conducts annual Driver's Abstract checks for relevant staff and manages the FMCSA Clearinghouse procedures.
8. Researches new or improved opportunities for enhancing the safety training efforts and risk management practices of the District.
9. Monitors and evaluates current safety training programs District-wide and evaluates those programs for effectiveness and efficiency in training, as it relates to cost and quality of training.
10. Provides ongoing information to Administrative and Supervisory staff on safety related programs and procedures.

11. Coordinates special activities and trainings related to the District's risk management efforts.
12. Monitors and evaluates the safety planning for District wide special event programming.
13. Monitors and evaluates disaster plans and emergency safety drills at each facility of the District.
14. Develop, coordinate, and document all mandated safety training programs for staff (i.e. blood-borne pathogens, hazardous material handling, lock-out/tag-out).
15. Develop, coordinate, conduct or hire training contractors, and document all optional safety training programs for staff (i.e. back injury prevention, defensive driving, fire prevention).
16. Ensure that the district is in compliance with all federal, state and local laws and regulations related to safety and make policy change recommendations when needed.
17. Plan, conduct, and document full and part-time employee safety orientations.
18. Conduct CPR, AED, and first-aid training for staff.
19. Attend continuing education sessions for risk managers.
20. Review and suggest updates to facility safety manuals.
21. Train employees in the proper use of the equipment and supplies.

Who we are looking for:

Highly enthusiastic individual who is passionate about risk management. Four year degree or comparable experience in risk management, safety, industrial hygiene, public administration, or a closely related field. Will consider significant and material experience in lieu of formal education. At least 3 years experience in risk management, safety, or parks and recreation management preferred.

Typical hours are Monday – Friday 8:30 – 5:00. Nights and weekend hours are required for special events and other emergencies.

In exchange for your talent we offer competitive benefits including:

- BCBSIL Health Insurance (PPO and HMO Options Available)
- Dental Insurance
- Vision Insurance
- Life Insurance (Paid for by the Park District up to 2.5x your annual salary)
- Pension Plan (IMRF)
- Short Term Disability (IMRF)
- Employee Assistance Program
- Paid Time Off (Vacation, Personal, Holiday, Sick)
- Paid Parental Leave
- Facility Usage Benefits (gym membership, golf memberships, program discounts, etc.)

To apply: Submit your application with a cover letter and resume here:
<https://secure6.saashr.com/ta/6180292.careers?ApplyToJob=470205642>

The Skokie Park District is an equal opportunity employer.