



## **Risk Manager**

### **Wheeling Park District**

**Contact Name:** Annie Gonzalez

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**Closing Date:**

**Salary:** \$75,000 - \$85,000

#### **Description:**

##### **Risk Manager**

Job Status: Full Time – Exempt

Division: Administrative Services

Reports To: Director of Administrative Services

Supervisory Responsibility: Park Attendants

#### **Position Summary**

The Risk Manager identifies, assess, and mitigates potential risks to the agency, staff and guests ensuring compliance with Federal, State, and Local regulations. This includes developing and implementing risk management strategies, conducting risk assessments, and safety trainings. The Risk Manager is responsible for planning, directing and implementing activities related to risk management, safety, training and development.

#### **Essential Job Duties**

- Develop and implement strategies to mitigate or eliminate identified risks, including control measures, policies, and procedures.
- Work collaboratively with all departments to ensure a shared understanding and implementation of risk management practices.
- Communicate risk information to Directors and other relevant staff, and report on risk management activities.
- Chairs the Safety Committee.
- Plans, researches, develops safety training programs for district staff, and operations including safety orientation, First Aid CPR/AED classes, and required skills identified by the district.
- Maintains District Automatic External Defibrillators (AED) in working condition with required supplies.
- Manages random testing program and post-accident testing program.
- Conducts driver checks and driver trainings for staff.
- Investigates post-accident / incident / injury claims and provides guidance and advice to help minimize and eliminate risk.

- Reviews contracts and Certificates of Insurance documents for insurance requirements and transference of risk.
- Coordinates the Park District Risk Management Agency's (PDRMA) workers compensation claims, provide wage statements, return to work status and eligibility for modified duty.
- Coordinates with PDRMA annual field evaluations and loss prevention audits.
- Coordinates and meets with inspectors for all Federal/State/Local compliance issues.
- Serves as a resource for Park District staff on training, safety and risk management questions and issues.
- Plans, schedules, and notifies staff of mandatory training programs
- Develops emergency response procedures/action plans and emergency evacuation plans for facilities and programs.
- Ensures Safety postings requirements are posted at all locations.
- Coordinates SDS (Safety Data Sheets) and MSDS (Material Safety Data Sheets) for all locations.
- Conducts regular facility inspections and drills of parks, playgrounds, facilities and staff.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook.
- Works with the all operations to ensure that training is conducted that keeps the Park District in compliance with all federal and state health/safety guidelines.
- Manages the Park Attendant staff and coordinates the daily, and monthly staffing for the Park Attendant program including staff meetings, special events and completion of all related schedule paperwork.
- Reviews and updates the Risk Management Manual on a regular basis.
- Attends related professional conferences and workshops.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.
- Perform other duties as assigned.

### **Position Requirements**

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.

#### **Skills and Abilities**

- Minimum of two (2) to three (3) years of demonstrated success as an adult educator, or safety/risk manager. Or, any equivalent combination of education, experience and training.
- Valid Illinois Driver's License and acceptable driving record.
- Ability to pass a pre-employment drug test.
- Attain (within six (6) months of employment) and maintain valid Adult CPR/AED and First Aid Certification; Instructor level preferred and TIPS Instructor level Status.

### **Compensation and Benefits**

- \$75,000 - \$85,000

### **In exchange for your time and talent, we offer a generous benefits package including:**

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- Employee Assistance Program
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (Sick, Vacation, and Floating Holidays)
- Programs and Recreation Facility Use

- Professional development opportunities and support for continued education

## **APPLICATION PROCEDURE**

All applicants must visit [www.wheelingparkdistrict.com](http://www.wheelingparkdistrict.com) and submit a complete application.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=245971&clientkey=07DEE904B0CEFE8BFD185D4FE939BC5F>

Direct Questions to:

Annie Gonzalez

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