



## **Safety & HR Coordinator**

### **Rolling Meadows Park District**

**Contact Name:** Tiffany Quattrocchi

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**Closing Date:**

**Salary:** 53,000-58,000

#### **Description:**

##### **SUMMARY:**

The Safety & HR Coordinator supports the Human Resources Department by overseeing the District's safety programs and risk management efforts. This role serves as the primary liaison with PDRMA and is responsible for Safety compliance, claims reporting, and safety inspections. The coordinator also assists in the planning and conducting of training programs, including CPR certification and Safety. This position also provides administrative support to the Park Central office and payroll processes. This is an at-will position.

#### **ESSENTIAL FUNCTIONS: SAFETY & ADMINISTRATIVE**

- Develop agency-related policies, safety inspection program, and accident investigation program.
- Develops in-house trainings, materials, and handouts as needed.
- Provides and tracks Safety and HR trainings, including CPR.
- Manage OSHA reporting and maintain accurate records of workplace incidents.
- Investigates and responds to complaints, questions, or requests from citizens. Prepares documents, reports, and plans using organized thoughts, proper sentence structure, punctuation, and grammar.
- Analyzes PDRMA & administrative operating practices and procedures, record keeping systems, forms and personnel requirements.
- Act as primary liaison to PDRMA, ensuring all safety and risk management procedures meet compliance standards.
- Monitors compliance with agency and PDRMA claims reporting policies.
- Distributes PDRMA correspondence to staff and the Safety Committee, including newsletters, LRN Alerts, and meeting registration flyers.
- Responsible for processing the District's incident/accident forms, Property Loss Reports, and Vehicle Accident Reports
- Collaborates with the Manager of Human Resources on HR projects and ongoing initiatives.
- Review and update all safety manuals on an annual basis.
- Assist with clerical and administrative tasks within the Park Central office as needed.
- Assists with the payroll process, as needed

#### **RECORDS, REPORTS AND MEETINGS:**

- Serves as chairperson of the Safety Committee, provides safety reports during the meeting, and has input into the agenda development for each meeting.
- Schedules and participates in safety inspections of sites and facilities to identify unsafe conditions or practices. Brings concerns to the Superintendent of Parks.
- Provides coordination in preparing for the PDRMA Loss Control Program Evaluation meeting. Facilitates the meeting.
- Maintains all records of District claims and provides the information and documentation necessary for audit purposes
- Attends Risk Management Institutes and other educational sessions sponsored by PDRMA.

## **QUALIFICATIONS:**

Associates' or Bachelor's degree in Human Resources, Occupational Safety, Public Administration, or related field preferred. 2-3 years of experience in training, safety/risk management, and human resources preferred. Experience in Risk Management, PDRMA (Park District Risk Management Agency) or similar agency, DOL and OSHA strongly preferred. CPR Instructor certification or willingness to obtain within 6 months of hire required.

**SCHEDULE & PAY:** This is a full-time, exempt position. Target hiring range is \$53,000-\$58,000 DOQ (dependent on qualifications).

**BENEFITS OFFERED:** In exchange for your time and talent, we offer a generous benefit package:

- Medical & Prescription Coverage
- Dental & Vision Coverage
- Life Insurance (basic & voluntary)
- Pension Defined Benefit Plan (IMRF)
- Short & Long-Term Disability
- 457 Defined Contribution Plan
- Flexible Spending Accounts
- Paid Holidays & Vacation Time
- Tuition Reimbursement
- Facility Discounts & Usage Benefits

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