



## **Risk & Training Manager**

### **Bartlett Park District**

**Contact Name:** Catalina Rodelo

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**Closing Date:**

**Salary:** \$60,000 - \$65,000 DOQ

#### **Description:**

##### **ABOUT US**

Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding neighbors. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 45 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, event and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

##### **JOB SUMMARY**

Under the direction and supervision of the Superintendent of Business Services, the Risk & Training Manager is responsible for general risk management and safety training administration relating to all agency operations, functions, grounds and facilities. This position is responsible for the formulation, implementation and monitoring of procedural matters as they relate to loss prevention, insurance claims, safety, and accident/incident investigation. This position will be the main contact between Bartlett Park District and Park District Risk Management Agency (PDRMA). Individual must possess skills to effectively work both in an office setting and in the field. This is a newly-created full-time position. Hours may fluctuate to accommodate evening or weekend programs, special events, accident investigations, conducting unannounced safety compliance audits, and other related activities. This is an FLSA-Exempt position that requires 40-hours per week, and occasional additional hours. This is an at-will position that does not directly supervise any employees.

##### **PRIMARY DUTIES**

- Direct, plan, coordinate, develop, and implement safety training and risk management programs for District-wide team members, and notify staff of mandatory training programs.
- Develop and/or update agency safety related policies and procedures, agency safety inspection reports, accident investigation reports, training materials, and respond to public safety concerns.
- Provide guidance for establishment of best practices for all facilities and programs, including recommendation of necessary Personal Protective Equipment (PPE).
- Evaluate and contribute to updating safety manuals.
- Ensure the District maintains compliance with all federal, state and local laws and regulations related to safety and make policy/procedure change recommendations when needed.

- Plan, conduct and document full and part-time employee safety/crisis training orientations.
- Assist in training District team members in the proper use of equipment and supplies.
- Act as the chairperson of the Safety Committee to include developing agendas, reviewing minutes, and following up on concerns presented during the meetings.
- Coordinate and work with PDRMA representatives and District team members to ensure compliance with all requirements and risk management as identified by PDRMA.
- Analyze loss data from accident/incident reports, departmental correspondence, and PDRMA risk management review.
- Perform other duties as assigned.

## **QUALIFICATIONS**

- Bachelor Degree in Risk Management or equivalent field required.
- Minimum of three (3) years' experience in risk management, safety, training, or related field.
- Knowledge of pertinent safety laws (OSHA), policies, procedures, and precautions.
- Experience working at a park district or municipality, including serving on a safety committee is preferred.
- Must become a certified CPR Instructor within six-months of hire.
- Must be able to work with confidential information and maintain confidentiality.
- Must possess and maintain a valid Driver's License and be able to provide own transportation.

## **SCHEDULE & PAY**

This is a Full-Time, FLSA Exempt, at-will position. General hours are Monday-Friday, 8:30AM – 4:30PM (40 hours per week with additional hours as necessary). Salary Range is \$50,000 - \$80,000, with anticipated hiring range of \$60,000 - 65,000.000 DOQ.

## **BENEFITS OFFERED**

In exchange for your time and talent, we offer a generous benefit package (including but not limited to):

- Medical, dental, and vision coverage for the employee, spouse, and dependents
- Basic life insurance for employee and voluntary life insurance for employee, spouse, and dependents
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Account
- Paid holidays and vacation, sick, personal, and floating holiday time, and facility discounts & usage benefits

**Interested applicants please apply via the Park District website** Employment - Bartlett Park District ([bartlettparks.org](http://bartlettparks.org)). **Please include your Resume and Cover Letter.**

**Position will remain open until filled. Interested and qualified applicants are encouraged to apply now as we will conduct a rolling interview process. Bartlett Park District is an Equal Opportunity Employer.**