



Risk Manager

Park District of Oak Park

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Closing Date:

Salary: \$65,096.00 - \$75,000.00 Salary/year

Description:

Overview:

The **Risk Manager** is a Full-Time Position. The hiring range is \$65,096 - \$75,000. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, tuition reimbursement, 10 vacation days, 8 ½ holidays, 12 sick time days and 5 personal days. The in-person work schedule is Monday – Friday, 8:30am to 5:00pm. The position also requires working evening hours and weekends.

Job Purpose:

The Risk Manager position is responsible for planning, directing, and implementing activities related to risk management, safety, training and development.

Essential Functions:

- Reviews, tracks and analyzes all accident/incident, property loss, vehicle loss, employee injury reports and makes recommendations to reduce loss. Identifies trends and makes recommendations. Works with management to resolve, remediate and retrain where needed.
- Chairs the Safety Action Committee. Develops agendas for Safety Action Committee meetings and provides Safety reports.
- Coordinates the scheduling and preparation for PDRMA Risk Management Review (RMR) meetings.
- Partners with PDRMA to process all worker compensation claims, provide wage statements, return to work status and eligibility for modified duty.
- Develops emergency response procedures/action plans and emergency evacuation plans for facilities and programs.
- Ensures legal posting requirements are posted at all locations.
- Coordinates the SDS (Safety Data Sheet) for all locations and ensures facilities are updating as needed.
- Conducts regular facility inspections and drills of parks, playground, facilities and staff.
- Investigates post-accident / incident / injury claims and provides guidance and advice to help minimize and eliminate risk.
- Prepares monthly reporting on Risk, Safety and Claims.
- Reviews contracts and Certificate of Insurance documents for insurance requirements and transference of risk. Primary contact to provide District's COI.

- Plans, research, develop and teach training program for district staff, including orientation / safety orientation, First Aid and CPR / AED classes, and required skills as identified by the District.
- Manages the pre-employment testing, random testing program and post-accident testing program.
- Acts as a resource for staff and partners with management regarding risk, safety and personnel policies, procedures, laws, standards and government regulations.
- Facilitates dispute resolution, team building and counseling in employee relations items.
- Administers risk, safety, personnel procedures and policies for all district personnel.

Additional Functions:

- Assists in the development of job descriptions pertaining to risk, safety and environmental areas.
- Participates in budgeting process and on-going review.
- Supplies departments with first aid kits.
- Attend and assist in coordination of special events, such as Fall Fest and Frank Lloyd Wright Race.

Knowledge, Skills, and Work Experience Required:

- Bachelor degree in Risk Management or related field.
- Two years of Risk Management, Safety or Risk Prevention experience.
- Previous experience identifying and developing training curriculum.
- Previous experience facilitating / teaching training programs.
- Deep understanding of legal health and safety guidelines.
- Outstanding attention to detail and motivational skills.
- Proficient in computer software, including Microsoft Office products, desktop publishing, etc. Advanced knowledge in Word and Excel.
- Flexibility to work evenings and weekends as needed.
- Excellent oral and written communication skills.
- Ability to handle confidential matters.
- Superior problem solving, interpersonal, and organizing skills.
- Ability to prioritize and handle matters with a sense of urgency.
- Ability to read and analyze reports, policies, procedures and methods.
- Ability to cooperate and partner with all Park District departments.
- Ability to operate office equipment including, but not limited to, computer, printer, fax machine, copier and telephone voicemail system.
- Ability to work independently.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certification and certification as an instructor. The District can provide this training.
- A valid Illinois state driver's license and acceptable driving record. Ability to pass a pre-employment drug test. This position is part of a random drug testing program.

Recommended:

- Experience conducting driver checks and driver training for staff.
- Knowledge of community parks and recreation administration.
- General knowledge of legal and industry-related technical terminology.

Work Environment, Physical Demands and Considerations:

- Frequently – Sitting, walking, standing, and typing.
- Occasionally – Climbing, balancing, bending and stooping.
- Strength – Work requires handling average weight (up to 25 lbs.) materials or equipment.

- Other requirements may include talking, hearing, and seeing to perform the following necessary duties: Operate assigned office equipment including but not limited to: computers, printers, copiers, adding machines and telephones.
- May be exposed to extreme weather conditions during safety inspections, accident investigations, and during the coordination of a disaster situation.
- Prolonged hours seated at a desk.
- May include prolonged hours of computer use.

Additional Considerations:

- **SPECIAL REQUIREMENT** – It is the express responsibility of the Risk Manager to maintain the essential confidentiality of assigned duties including Park District records and information. Violation of this responsibility will be considered cause for dismissal subject to the Personnel Policy Manual.
- Ability to present ideas and recommendations in a concise verbal and written manner.
- Ability to understand and carry out verbal and/or written instructions efficiently, effectively and accurately.
- Ability to handle questions, complaints and concerns from the public or staff in a friendly, courteous and professional manner.
- Ability to analyze agency risks determining whether they can be eliminated or minimized.
- Ability to handle problems and make quick and reasonable decisions in determining how to manage miscellaneous situations, questions, complaints or concerns from staff, Board members, or the public.
- Ability to perform duties with initiative, sound judgment, persistence, integrity, tact and courtesy.
- Ability to organize details and projects manually and electronically.

Customers:

Internal: Park District employees and volunteers

External: Patrons of Park District of Oak Park; Oak Park residents

The Park District is an Equal Opportunity Employer!