



Safety & Risk Manager

Glenview Park District

Contact Name: Sarah Bagley

Contact E-mail: sarah.bagley@glenviewparks.org

Contact Phone:

Closing Date:

Salary: \$50,000 - \$65,000 annually

Description:

JOB SUMMARY:

Responsible for coordinating, instituting and supervising a comprehensive, proactive, District-wide safety and risk management program that is intended to control losses and which will follow the guidelines established by the Park District Risk Management Association (PDRMA). Accountable for profit & loss of designated areas. Direct supervisory responsibility for one part time employee.

Examples of duties include:

Formulate, implement and monitor policies, procedures and guidelines to address safety and risk management issues.

Report and manage liability claims for the district and in cooperation with PDRMA.

Oversee insurance requirements for contractors and audit the collection of insurance certificates.

Coordinate the establishment of facility fire and security alarm systems.

Review special event plans and inspect special event sites.

Serve as chairperson of the safety committee, prepare agendas, conduct meetings, and initiate follow-up action as required.

Review and investigate accident reports when appropriate.

Develop, coordinate, conduct or hire training contractors, and document all safety training programs for staff (i.e. back injury prevention, defensive driving, fire prevention, blood-borne pathogens, hazardous material handling, lock-out/tag-out)

Conduct property, facility and safety equipment inspections throughout the district and other periodic inspections as assigned.

Prepare and administer annual safety program budget.

QUALIFICATIONS: Four-year degree or comparable experience in risk management, safety, industrial hygiene, public administration, or a closely related field strongly preferred. At least three years of experience in safety, risk management, or parks and recreation. Must be able to become certified CPR, AED and First-aid training within 90 days of employment. Valid IL driver's license required.

SCHEDULING & PAY: This is a full time exempt (salary) position. Hours are Monday – Friday, 8:30am – 5pm.

Target hiring range: \$50,000 - \$65,000 annually

BENEFITS WE OFFER:

In exchange for your time and talent, we offer a generous benefit package, including: Medical Coverage, PPO or HMO, Dental Coverage, Prescription Coverage, Vision Reimbursement Program Life Insurance, Short- and Long-Term Disability (IMRF), Pension / Defined Benefit Plan (IMRF), 457 Plan / Defined Contribution Plan, Paid Time Off & Paid Emergency Leave, Tuition Reimbursement, Professional Membership Dues Reimbursement, Park District Facility Discounts and Usage Benefits.

APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

Application Deadline: May 3, 2019

If interested, please apply early. Recruiting and interviewing will begin immediately.