

## **RISK MANAGEMENT SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a BOCES, and includes performance of tasks to help carry out a Risk Management Plan. The Risk Management Plan is designed to promote and develop measures for playground safety, athletic program safety, laboratory safety, transportation safety, and the assessment of property and facilities safety. The work is performed under the general supervision of the Deputy Superintendent, with leeway allowed in working with district staff to carry out the details of the plan. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assists in the development and maintenance of an effective playground safety program, consisting of compliance with Consumer Product Safety Commission guidelines, the provision of resilient/shock absorbing base materials for equipment, in-service training, and compliance with Loss Control recommendations;
- Assists in the development and maintenance of an effective athletic safety program, consisting of in-service training, periodic self audits of facilities and equipment, and compliance with Loss Control recommendations;
- Assists in the development and maintenance of an effective laboratory safety program, consisting of compliance with OSHA standards, in-service training, evaluation of chemical storage and labeling, disposition of old chemicals, evaluation of purchasing practices, provision of adequate personal protective equipment and enforcement of use, and compliance with Loss Control recommendations;
- Assists in the development and maintenance of an effective transportation safety program consisting of enrollment of all district employed bus drivers in UMICO's Safe Driver Award Program, participation in Operation Safe Stop, participation in School Bus Rodeos, in-service training, establishment of a formal accident investigation review;
- Assists in the development and maintenance of an effective property conservation program and effective facilities liability protection practices program consisting of evaluation of fire safety and storage/housekeeping practices within building, evaluation of sidewalk, driveway and parking conditions, and repair of such, assessment of facilities protection (ie: fire/burglar alarms), in-service training, and compliance with Loss Control recommendations;

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**Typical Work Activities con't:**

- Assists in the review of buildings and premise dealing with the needs of special education students to ensure compliance with State and Federal law;
- Assists in the review and analysis of procedures pertaining to the utilization of buildings or premises by outside persons/organizations to minimize risk and ensure compliance with State and Federal law;
- Assists in the review and analysis of procedures pertaining to contracts for services, construction, supply and insurance in an effort to minimize risk and ensure compliance with State and Federal law;
- Assists in the review and analysis of school security procedures and implements appropriate measures to enhance existing efforts;
- Assists in the implementation of formal claims reporting and handling procedures, to assure prompt and proper reporting and investigation;
- Assists in the analysis of Incident Data Analysis reports of student and employee incidents and injuries;
- Facilitates district wide safety committees;
- Provides information to schools on matters related to the Risk Management Plan;
- Attends safety seminars and technical workshops, as assigned;
- Maintains records to help others evaluate the success of the Risk Management Plan.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of safety principles and practices and applicable Federal, State and local rules and regulations; ability to read and understand complex written directions; ability to establish and maintain effective working relationships with employees and department heads; ability to reason clearly and help recommend proper courses of action regarding risk management plan topics; ability to prepare and conduct seminars; ability to organize, interpret and use forms, records and documents related to the Risk Management Plan; ability to prepare reports; ability to understand and interpret readings about safety practices.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree **AND** one (1) year of experience which shall have involved responsibility concerning job safety or environmental health and safety regulations; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience, as described in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.