

DIRECTOR OF RISK MANAGEMENT
Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
FLSA STATUS: EXEMPT
POSITION LENGTH: FULL-TIME
SALARY CODE: 14
REPORT TO: VICE PRESIDENT OF FINANCE AND ADMINISTRATION
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for the development, implementation and maintenance of an environmental health and safety management system to ensure a safe, healthy workplace for employees and a safe, learning environment for students and visitors. Administers, plans, monitors and coordinates risk management activities, workers compensation, loss control and claims administration functions. Oversees emergency response programs and coordinates vendor insurance requirements and compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts site assessments, reviews and self-inspections. Analyzes and interprets results, recommends appropriate corrective actions, communicates results and follows up on issues or concerns until completion.
- Develops, implements, and maintains TSC policies and procedures ensuring adherence to local, state, and federal environmental, health and safety regulations. Keeps abreast of changes to laws and regulations that impact the organization. Serves as a contact with federal, state, and local regulatory bodies.
- Responsible for conducting and evaluating periodic safety, fire and/or hazardous conditions or substance inspection of all College facilities, equipment and employee work practices; recommends changes and coordinates implementation.
- Interprets insurance coverages and communicates policy and procedure changes to appropriate users.
- Serves as a resource for all risk management related issues for risk and insurance issues in all College activities.
- Designs, directs and coordinates risk programs of the College to control exposures and minimize loss.
- Responsible for the claim filing process for property and liability incidents.
- Prepares bid specifications and participates in the selection process.
- Reviews and updates policies, programs, and procedures ensuring inclusion of any new legal requirements.
- Reviews and investigates accident/incident reports, compiling findings and recommendations for corrective actions into summary report.

DIRECTOR OF RISK MANAGEMENT

Job Description

- Develops, implements, and coordinates Safety, Health, and Environmental College wide training.
- Participates in shared governance process as a task force member. Provides technical knowledge on health and safety related issues, plans, and projects for implementation.
- Assists with the design and development of facilities, work areas and work procedures and ensures the implementation of environmental, health and safety requirements accordingly.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of safety, health, and environmental engineering principles and practices.
- Knowledge of federal, state, and local regulations and national standards relating to applicable areas of Environmental Health, including DOT, OSHA, HAZMAT, and NFPA.
- Knowledge of safety system, risk minimization, and insurance provisions.
- Knowledge of standard concepts, practices, and procedures within the Environmental Health and Safety field.
- Ability to maintain an established work schedule.
- Demonstrated organizational and planning skills with attention to detail and follow through.
- Ability to apply regulatory requirements to ensure compliance.
- Ability to apply technical expertise, experience, and judgment to plan and accomplish goals.
- Ability to maintain confidentiality of work related information and materials.
- Demonstrated proficiency using standard office software applications.
- Demonstrated excellent written communication and interpersonal skills, with ability to work independently.

DIRECTOR OF RISK MANAGEMENT

Job Description

- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in Risk Management, Business Administration or a related field from an accredited college or university.
- Three (3) years of experience in safety, industrial hygiene, hazardous waste operations, and/or emergency response/incident management, safety administration, and/or general insurance administration.
- Experience working with teams on collaborative projects.
- Experience processing documentation within designated timeframes to meet deadlines.

PREFERRED EDUCATION AND EXPERIENCE

- Five (5) years of experience in safety, industrial hygiene, hazardous waste operations, and/or emergency response/incident management, safety administration, and/or general insurance administration.

CERTIFICATES AND LICENSURES

- Valid Texas driver's license or the ability to obtain one within 90 days of hire.
- Risk Management Certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

DIRECTOR OF RISK MANAGEMENT
Job Description

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Job Description

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Bachelor's degree in Risk Management, Business Administration or a related field from an accredited college or university?
 - Yes
 - No
3. *Do you have three (3) years of experience in safety, industrial hygiene, hazardous waste operations, and/or emergency response/incident management, safety administration, and/or general insurance administration?
 - Yes
 - No
4. *Do you have experience working with teams on collaborative projects?
 - Yes
 - No
5. *Do you have experience processing documentation within designated timeframes to meet deadlines?
 - Yes
 - No
6. Do you have five (5) years of experience in safety, industrial hygiene, hazardous waste operations, and/or emergency response/incident management, safety administration, and/or general insurance administration?
 - Yes
 - No
7. *Do you have a valid Texas driver's license or the ability to obtain one within 90 days of hire?
 - Yes
 - No
8. Do you hold a risk management certification?
 - Yes
 - No