



Safety and Risk Manager

Job Description

Department: Human Resources
Position: Career Service
Grade: 729
Supervisory: No
Reports to: Director – Human Resources

Summary

Under general guidance and supervision of the Director – Human Resources, develops, manages, and coordinates county-wide safety and risk-management programs. Advises and works with department heads and management to identify, assess, investigate, and mitigate safety and liability risks, work hazards, and exposure to injuries for Utah County Government employees and property. Implements proactive measures to avoid and minimize incidents and County indemnity. Directly performs safety and risk-related work. Works closely with the Civil Division of the Utah County Attorney's Office in representing the County in claims and any resulting litigation.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Function as Designated Safety Officer (DSO); promote safety awareness, training, and compliance with Occupational Safety and Health Administration (OSHA) regulations; respond to work related injuries, accidents, near misses, emergency-related occurrences, property damage, and other safety or risk incidents; evaluate and modify County practices and procedures to minimize injuries and hazards according to federal and state regulations and best practices.
2. Ensure compliance with safety and environmental regulations; ensure completion and documentation of all required training and inspections; evaluate and modify procedures, as needed.
3. Oversee Workers' Compensation program; review intake and processing of claims; assess claims to determine validity and liability, responses, necessary training, and necessary actions with insurance carrier and managers; manage light duty and return to work program; assist attorneys with defending claims, as needed.
4. Provide oversight and direction to department staff responsible for safety, risk, and related programs, including employee safety recognition appreciation, new employee orientation, and employee communications.
5. Perform administrative duties related to planning, organizing, coordinating, and implementing County-wide risk management, loss prevention, inspections, safety, and other programs.

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Job Code: 2081
Job Title: Safety and Risk Manager
FLSA: Exempt
Effective Date: 11/13/2023
Public Safety: No

Worker's Compensation: County
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

6. Function as liaison with multiple stakeholders; provide reports, analysis, and risk management assistance on developments, statistics, costs, needs, and effectiveness of programs and strategies.
7. Oversee and coordinate Safety and Risk Management Committee meetings; facilitate assessments of incidents, including root cause analysis, accountability, and department or employee safety violations; implement committee recommendations, as authorized.
8. Assist with on-site safety and loss control inspections by department representatives, insurance programs, and federal and state agencies; perform on-site inspections of County offices, facilities, and grounds, as needed.
9. Coordinate safety and risk related disciplinary actions with all County management, supervisors, and Human Resources Business Partners (HRBPs).

Knowledge, Skills, and Abilities

- Considerable knowledge of Federal, State, and local laws, rules, and regulations relevant to work performed
- Working knowledge of employer liability and risk reduction strategies
- Skilled in advanced reading, writing, and math
- Skilled in Microsoft Office Suite
- Skilled in advanced document composition
- Ability to communicate effectively verbally and in writing
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities
- Ability to effectively lead and train others
- Ability to make decisions and solve problems under pressure
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to develop and present educational courses
- Ability to conduct group trainings

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the County.

Work Environment

This job operates in a professional office environment, but work is performed outdoors periodically and occasionally in hot, cold, or inclement weather. This job occasionally exposes incumbent to hazardous chemicals, fumes, noxious odors, dusts, mists, gases, poor ventilation. Incumbent may be exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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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.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee may be required to ascend or descend ladders, ramps, or rough terrain. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies weighing up to fifty (50) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree from an accredited four-year institution.
2. Five (5) years of progressively responsible experience related to health and workplace safety.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience.
2. Preference may be given to applicants who possess safety-related certification or designation.
3. Preference may be given to applicants who can demonstrate advanced knowledge of safety programs and risk management.
4. Preference may be given to applicants with experience working in law enforcement, construction, or healthcare.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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