

*Code: 1549*

*Title: LOSS PREVENTION OFFICER*

**SUMMARY:** Provides advice and consultation to departmental safety personnel and provides assistance in reducing departmental liability exposures, and monitors departmental safety activities.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assists in the development and implementation of departmental loss prevention programs and measures for all County Departments;  
Reviews State and Federal safety regulations and their impact on County operations;  
Assists in and recommends departmental safety and loss prevention policies, procedures and practices;  
Develops, reviews and provides consultation for departmental safety policies and procedures;  
Defines the extent of liability exposure and recommends actions to reduce such exposure;  
Participates in the inspection of facilities to insure compliance with applicable regulations and standards and recommends changes in departmental safety practices;  
Determines causes in accidental loss claims;  
Coordinates the implementation of safety procedures in the construction and repair of facilities;  
Processes, investigates and maintains records of accident reports and produces reports;  
Compiles and calculates statistical data and prepares reports regarding accidents and their cause;  
Assists departments in developing and conducting training sessions for County employees regarding safety procedures and applicable rules and regulations;  
Prepares reports and advises departments on loss control matters.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- occupational hazards, policies and practices in the areas of industrial injuries, traffic safety, accident investigation, liability exposure, fire loss prevention and related hazards;
- Federal, State, and local laws and regulations governing safety procedures and policies;
- loss prevention measures and methods of reducing insured risk exposure;
- principles and practices of industrial accident investigation;
- compilation and preparation of statistical data and reports.

Skill in:

- applying modern techniques used in effective loss prevention in the areas of industrial injuries, traffic safety, accident investigation, liability exposure, fire loss prevention and related hazards;
- applying Federal, State and local safety laws, rules, and regulations;
- evaluating procedures and situations to determine insured risk exposure;
- managing a County-wide loss prevention program;
- developing and implementing new safety procedures and policies;
- compiling and analyzing statistical data and reports;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in industrial engineering or a closely related field as defined by the Appointing Authority, and three years of experience in the coordination of loss control programs including occupational safety and liability related exposures.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OR:

(2) Five years of professional technical loss control experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Drivers License with appropriate endorsement(s), as defined by the Appointing Authority.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

12/29/91  
Updated 05/04/09<sup>(gs)</sup>