

Code: 1559

Title: LOSS CONTROL MANAGER

SUMMARY: Plans, coordinates and supervises all loss control activities within Pima County.

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

Supervises the development and implementation of loss control programs and measures for county departments;

Interfaces with county department directors in matters concerning the county's Loss Control program;

Reviews state and federal safety regulations and evaluates their impact on county controlled operations;

Develops, reviews, approves and provides consulting for the design and implementation of departmental safety policies and procedures;

Defines the extent of exposure to risk and recommends actions to reduce such exposure;

Represents Pima County with the State of Arizona, Occupational Safety and Health Administration and others concerning industrial safety and environmental exposures;

Supervises the inspection of facilities ensuring compliance with applicable regulations and standards and recommends changes in departmental loss prevention practices;

Supervises the compilation of county-wide statistical data and reports regarding accidents and their causes;

Supervises, trains and evaluates staff;

Prepares reports and advised departments and county management on loss control matters;

Prepares and monitors the division budget;

Represents the county at state and community meetings.

KNOWLEDGE & SKILLS:

Knowledge of:

- occupational hazards, industrial injuries, traffic safety, accident investigation, liability exposures, loss prevention and hazardous materials exposure;
- 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 supervision and training;
- budget preparation and program management.

Skill in:

- developing and applying policies and techniques to minimize loss in the areas of industrial injury, traffic safety, accident investigation, liability exposure and related hazardous materials exposure;
- applying federal, state and local safety laws, rules and regulations;
- evaluating procedures and situations to determine exposure to risk;
- managing a county-wide loss control program;
- communicating effectively, both orally and in writing;
- preparing and monitoring budgets and managing programs;
- analyzing statistical data and reports;
- supervising and training staff.

MINIMUM QUALIFICATIONS:

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 five years of experience in the management of a loss control program including occupational safety and liability exposures.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona drivers license with appropriate endorsement(s), as defined by the appointing authority. Failure to maintain required licensure shall result in termination.

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 06/10/09(g)