

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Risk Manager / Safety Coordinator **Department:** Human Resources

Grade: 91 **Reports to:** Chief Human Resources Officer

Date Reviewed: November 2006

PURPOSE OF JOB

The purpose of this job is to administrate and perform functions to minimize (occupational and student) injuries, liability risk, and health hazards by directing the administration and management of the school district Risk Management Program, On-the Job Injury Program, Occupational Safety and Health Program, Nurse Health Services Program, and On-Site Medical Program Operations. Responsible for management of approximately 3 million budget for above mentioned grants and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties are required and/or may be assigned.

PROGRAM ADMINISTRATION AND OTHER DUTIES

- Acts as the liaison to attorneys, insurance companies and individuals, investigating incidences that may result in asset loss.
- Serve as the operational coordinator/ liaison for the On-Site Medical Program by working in conjunction with the On-Site Medical Provider to develop and manage adequate and convenient clinic locations, implement necessary policies and procedures, and coordinate operations for the program.
- Develops and revises Risk Management policy and procedures; plans for the CMCSS Disaster Recovery Plan, Individual School Crisis Plans, and Classroom Emergency Response Guide. Coordinates and serves as the clearinghouse for school safety and emergency preparation drills documentation.
- Coordinates and directs CMCSS Health Services Department which includes direct supervision of the CMCSS Nurse Supervisor. The Health Services program provides medical services for more than 27,000 students and consists of the supervisor and 31 individual school nurses. The program provides general and advanced care for students including the severely disabled, administration of the insurance trust flu vaccination program, student immunization compliance and record keeping, and adherence and reporting on all related state reports and regulatory compliance requirements.
- Coordinates with Local Emergency Management and Law Enforcement Agencies for Crisis/Emergency/Inclement Weather/Homeland Security issues.
- Directs and coordinates the development and system wide implementation of newly mandated School Coordinated Health Program.

- Directs and coordinates the development and implementation of the newly mandated Pandemic Influenza response plans for individual schools, system wide, and community integration.
- Works with State Fire Marshal and Clarksville City Fire Prevention Marshals to address Life Safety Code Issues, including submitting Annual Plan of Corrective Action.
- Acts as CMCSS's Certified Asbestos Management Planner. Develops and submits Yearly Asbestos Reports and completes 3-Year Asbestos Re-inspections to the US Environmental Protection Agency. Serves as the clearinghouse for asbestos related information and is responsible for maintaining the CMCSS Asbestos Management plan.
- Coordinates the Playground Surfacing Materials Project including budgeting, bidding and advising contractors on job requirements. Works with principals and parent-teacher organizations to meet requirements for new playground equipment and makes final approval of new equipment selections.
- Coordinates between Bi-County Solid Waste Management and schools to maintain CMCSS's Recycling Program. Identifies and purchases any equipment needed for CMCSS's Recycling Program.
- Coordinates CMCSS's Drug and Alcohol Testing Program. Serves as the CMCSS Certified Breath Alcohol Technician.
- Coordinates the Employee Hepatitis B Vaccination Program.
- Provides interpretation of OSHA, TOSHA, EPA, DOT, NRPA and other related standards to management personnel of CMCSS.
- Coordinates MSDS, Chemical Inventory, and OSHA Hazard Communication Program.
- Responsible for preparing, maintaining, and updating environmental policies as they relate to CMCSS.
- Develops and maintains CMCSS's employee safety handbook.
- Coordinates and provides input and resources for departmental and school safety committee programs.
- Develops and revises policy and procedures for implementation of safety and occupational health programs, CMCSS loss history and risk management reports.
- Attends meetings, seminars and training sessions as required to remain knowledgeable of safety trends to promote improved job performance.
- Administers CMCSS's mandated TOSHA Program and initiates policies to comply with safety legislation and industry practices. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization.
- Develops and administers risk management and loss-prevention programs.
- Directs CMCSS's Safe and Drug Free Schools Grant Project; budgets and works cooperatively with all program supervisors in the allocation and expenditure of Safe and Drug-Free Schools Grant funds.

- Works cooperatively with system and individual school Character Education Representatives to coordinate the system's Character and Drug Education Program.
- Directs the school systems Safe Schools Act Funding, budgets and works cooperatively with all departments involved in program.

TRAINING

- Coordinate and conduct New Employee Safety Training Program, OJI Training Program, and Annual Refresher compliance training including OJI and Safety Training.
- Coordinate training programs of supervisors in safety supervision and coordinate adequate job instruction procedures and safety training of all employees for compliance of mandated state and federal occupational health programs.
- Coordinate the maintenance of all compliance and OJI training records.
- Coordinates training and promotional activities for the On-Site Medical Program in conjunction with the On-Site Medical Provider.

INSPECTION AND INVESTIGATION

- Investigates vehicular accidents involving CMCSS-owned vehicles and equipment, and serve as CMCSS site representative and coordinates scene management.
- Completes Annual Playground Inspections and others inspections as required; prepares official report of these inspections, and monitors Monthly Playground Inspection Reports from each school.
- Investigates and performs Indoor Air Quality Analysis, compiling official reports on indoor air quality complaints.
- Investigates reports of employee exposures to hazardous materials.
- Investigates Bloodborne Pathogens Exposures as required
- Conducts accident investigations of and officially reports On-the-Job Injuries (OJI), student injuries, and visitor accidents.
- Performs on site safety compliance evaluations/inspections of personnel, equipment, and facilities as detailed in the CMCSS Safety Employee Manual, Written Safety Programs, and Regulatory Agencies to ensure compliance and overall safety for all CMCSS employees.
- Coordinates property and operations inspections, evaluating physical conditions, safety practices, and hazardous situations, making recommendations for abatement or improvement of these conditions.
- Acts as CMCSS's Certified Asbestos Inspector.
- Completes Annual Asbestos Surveillance Reports and Three Year re-inspections.

CLAIMS ADMINISTRATION AND DATA COLLECTION

- Investigates and compiles all required data gathering relating to school system property losses and auto/liability accidents. Serve as the clearinghouse for all insurance related documentation, claims files, insurance payments, and insurance related communications.
- Work in conjunction with On-Site Medical Provider to compile and report on related to the On-Site Medical and Health Risk Assessment data and trends.
- Completes tasks as required by insurance providers or other authorized interested parties relating to claims investigation.
- Maintains comprehensive records of incidences and related costs. Performs statistical analyses to determine trends, problem areas and overall safety.
- Coordinates OJI Claims Management, Claims Administration and medical approvals.
- Coordinates the Commercial Drivers Accident Review Team Program.
- Coordinates Workers Compensation Programs Run-Out Activities including settlement assessment and payment authorizations.
- Administers system-wide functions as designated by the Director of Human Resources.

MINIMUM TRAINING, EXPERIENCE, AND KNOWLEDGE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

This position requires a bachelor's degree in a related area and at least 5 years of experience in the field of Occupational Safety/ Risk Management. Must rely on experience and judgment to plan and accomplish goals and must be familiar with standard concepts, practices, and procedures within the Occupational Safety/ Risk Management Field. This position is required to perform a variety of complex tasks. Manages OJI/Risk Management staff and reports to the Human Resources Director. Good human relations, communications skills, and ability to lead training sessions are required. Experience in handling property/casualty insurance claims, workers compensation claims management, and monitoring of occupational safety practices are also required. Must possess knowledge of current laws and regulations concerning occupational safety and health. Must possess knowledge of loss prevention techniques and safety standards for general industry. Must possess knowledge of current insurance, safety and OSHA regulations, and CMCSS functions and operations. Must have the ability to maintain proper perspective of an overall Safety program. Must have the ability to express ideas clearly, concisely and convincingly.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATIONS: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes given assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLEGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in the absence of supervision; to acquire knowledge of topics related to the job of Risk Management / Safety Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMANT: Requires the ability to communicate with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear; (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

JOB CONDITIONS: Office, and wide variety of occupational environments - including outdoors. Wide variety of climatic exposures.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

DATE

DATE