



Title: Risk Manager / Assistant Special Projects Coordinator

FLSA Status: Exempt

BRIEF DESCRIPTION:

Plans, directs and coordinates risk and property and casualty insurance programs of organization to control and mitigate risks and losses by performing the following duties personally or through department employees. Coordinates the planning, organization, control, integration, and completion of special projects within the area of assigned responsibility.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Develop, implement, and manage safety policies/procedures/management systems in compliance with City of Thibodaux’s best practices. Assists in liability and property casualty insurance negotiations, selection of insurance brokers and carriers, and the placement of insurance. Assists with policy renewals, claims, issuance of certificates, budget planning, and risk mitigation programs.	50%
2	L	Review internal policies/procedures/management systems to ensure they are current and appropriate; analyzes and classifies risks as to frequency and potential severity, change existing or develop new recommendations from the assessments, and measures financial impact of risk on City operations.	10%
3	L	Directs loss prevention and safety programs. Assists with lawsuits involving the City of Thibodaux.	10%
4	L	Inspects city properties such as buildings, public works operations, vehicles, parks and recreation facilities to evaluate the physical conditions, safety practices, and identify hazardous situations.	10%
5	L	Prepares written reports of findings and recommendations for correction of unsafe or unsanitary conditions. Confers with city employees and management personnel to induce compliance with safety and standards.	10%
6	M	Assists with special projects as assigned by Mayor	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Bachelor’s degree or higher from a four-year college or university and five years’ experience in risk management and/or health, safety and environment. Substitution 1: Six (6) years of related experience and/or training. Substitution 2: Equivalent combination of education and experience in the technical and programmatic aspects of governmental emergency planning and risk assessment and lost prevention programming.
Experience	Experience in risk management and/or health, safety and environment, experience in the technical and programmatic aspects of governmental emergency planning, risk assessment and lost prevention programming.
Supervision	Position does not directly supervise anyone
Human Collaboration Skills	Work requires regular interaction with staff involving exchange and receipt of information.
Freedom to Act	The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times provide close and constant review.
Technical Skills	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Assists in liability and property casualty insurance negotiations, selection of insurance brokers and carriers, and the placement of insurance. Assists with policy renewals, claims, issuance of certificates, budget planning, and risk mitigation programs.
Reading	Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of directors, elected officials, and the general public in both formal and informal settings. Ability to respond to common inquires or complaints from citizens, regulatory agencies, business and industry, and elected officials.
Math	Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference, and volume. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
Writing	Advanced - Ability to write editorials, speeches, journals, manuals, or



	critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Drivers' License, Class E



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	observing work site/s
Sitting	O	driving, at desk
Walking	F	
Lifting	O	equipment, supplies
Carrying	O	equipment, supplies
Pushing/Pulling	O	equipment
Reaching	O	
Handling	N	
Fine Dexterity	N	
Kneeling	O	
Crouching	O	
Crawling	O	
Bending	O	
Twisting	R	getting inside vehicle
Climbing	R	Ladder
Balancing	N	
Vision	O	Driving
Hearing	N	
Talking	N	
Foot Controls	O	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copier, vehicle, digital camera, and measurer/meter.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	D
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NONE.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	R
Emergency Situation	R
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	N
Noisy/Distracting Environment	R
Other	

PRIMARY WORK LOCATION:

Office Environment	F	Vehicle	
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Created: 01/09/2023