



**CITIES AND VILLAGES MUTUAL INSURANCE
COMPANY OF (WI)**

invites applications for the position of:

**Safety & Risk Management
Specialist**

SALARY: \$69,200.00 - \$103,900.00 Annually

OPENING DATE: 01/01/20

CLOSING DATE: 01/24/20 04:30 PM

SUMMARY OF JOB:

Are you a Safety or Risk Management professional who loves to create that awareness and appreciation in others? Do you enjoy flexibility and variety in what you do each day? Cities & Villages Mutual Insurance Co. (CVMIC) is seeking a Safety & Risk Management Specialist who is passionate about delivering and facilitating training and partnering with our municipal members to consult on safety and risk management practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Proactive

CVMIC takes a very proactive and creative approach to Safety and Risk Management with the 52 Wisconsin Municipalities served. Each Municipality (CVMIC member) is assigned an experienced and dedicated team of specialists in Safety, Risk Management, and HR.

Individualized

In this role, you will have the opportunity to build an individualized work plan tailored to each member's specific and unique needs, which will include regulatory compliance and risk management initiatives designed to reduce their safety risk and liability exposures. Day-to-day this may include:

- On-site training programs (i.e. BBP, Safe Lifting, Work Zone Traffic Safety)
- On-site consulting and assessment services (i.e. Facility and Work Site Inspections, Ergonomic Assessments)
- On-site safety committee meetings
- On-site and off-site consulting on Safety and Risk Management issues
- Reviewing loss trending data utilizing claims management software (Origami)
- Conducting and/or facilitating membership-wide training programs (i.e. Confined Space Entry, Playground Safety Inspections)
- Investigating workplace incidents that occur within the membership

Creativity

You will also have the opportunity to be creative by participating in projects and membership-wide initiatives that have the goal of reducing risk exposure, which may include:

- Developing content for use in e-learning programs, webinars, and YouTube videos
- Researching programs and services that foster our mission. Examples of current programs/services include Training Genius, Risk Assessment Tools, and safety awareness videos
- Facilitating regional member user group meetings to identify issues and trends and offer best practices sharing opportunities
- Creating customized on-site training solutions for usage with the members
- Exploring member advantage programs to help reduce risk and bolster safety

Service

We take our commitment to customer service seriously [\[View our Membership Stewardship report\]](#) and in this role, you will have the opportunity to build lasting relationships that have a great impact on the communities you serve.

Our Safety and Risk Management services come at no additional cost to our members and provide many unique benefits. We believe that improving our member organizations is a long-term investment in each municipality and our membership. This service-based relationship is what sets CVMIC apart: we are onsite in our municipalities investing in their practices, processes, and policies, to prevent loss and protect our pool of members.

WHY JOIN THE CVMIC TEAM:

- The ability to make a difference to local communities and their employees!
- Great variety in what you do each day
- Flexibility with your schedule, including the ability to telecommute
- A supportive team environment [\[View Loss Control's Mission Statement and Core Principles\]](#)
- Outstanding benefits that include: Company-paid retirement contribution into a SEP Plan (12.1% of salary, after one year of employment), Company-paid health insurance monthly premiums, and tuition reimbursement for continuing education
- The full-time use of a Company car (Ford Escape)

[View the Job Description](#)

QUALIFICATIONS:

- Bachelor's degree (BS) in Business Administration, Risk Management or Safety or equivalent
- Three to five years related experience; or equivalent combination of education and experience
- Valid driver's license
- Certifications in Safety and/or Risk Management are preferred

KNOWLEDGE, SKILLS & ABILITIES:**Knowledge of:**

- The methods and techniques of risk management.
- The requirements, laws, and duties of public entities in the State of Wisconsin.

- The principles and practices of loss control and safety.
- Computer software including presentation software, database management, word processing, and other related areas.

Ability to:

- Develop, present and/or facilitate effective training programs with confidence
- Plan and coordinate activities to meet work objectives and goals
- Effectively interact and serve others both within and outside the organization
- Conduct oneself professionally, timely and effectively, both verbally and in writing
- Work with limited supervision
- Generate thoughts and ideas while working independently or on a team
- Prioritize and manage various work tasks and projects under ambitious timelines
- Stay organized and punctual for internal meetings and member engagements
- Operate a computer and understand/learn various computer software programs
- Read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations
- Write reports, business correspondence, and procedure manuals
- Research, find and communicate answers to complex questions posed both internally and externally by members
- Effectively present information and respond to questions from groups of employees, supervisors, managers, or elected officials
- Travel in-state for work (up to 75% of the time), including occasional overnight, stays. In-state travel usually consists of "day-trips" approximately 1 - 2 hours from the home office with a company car

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Position #20201
SAFETY & RISK MANAGEMENT SPECIALIST
JC

Safety & Risk Management Specialist Supplemental Questionnaire

* 1. Please identify the answer which best describes your level of education.

- ☐ High school degree or equivalent.
- ☐ One year post high school education.
- ☐ Associate's degree.
- ☐ Three years post high school education.
- ☐ Bachelor's degree.
- ☐ Advanced degree (Master's, Law or Ph.D.).

* 2. Please indicate the number of years of related experience that you have.

- ☐ Less than one year of experience.
- ☐ One to three years of experience.

- ☐ Three to five years of experience.
- ☐ More than five years of experience.
- * 3. Rate your experience presenting training programs.
 - ☐ No Experience
 - ☐ Little Experience (less than 1 year)
 - ☐ Moderate Experience (1 - 3 years)
 - ☐ A lot of Experience (more than 3 years)
- * 4. Rate your experience developing safety/risk management training programs.
 - ☐ No Experience
 - ☐ Little Experience (less than 1 year)
 - ☐ Moderate Experience (1 - 3 years)
 - ☐ A lot of Experience (more than 3 years)
- * 5. Please provide examples of the safety/risk management training programs that you have developed, If you selected "no experience" developing training programs, please type "N/A".
- * 6. Rate your experience in interpreting various risk management and safety related regulations.
 - ☐ No Experience
 - ☐ Little Experience (less than 1 year)
 - ☐ Moderate Experience (1 - 3 years)
 - ☐ A lot of Experience (more than 3 years)
- 7. Rate your experience providing safety/risk management consulting/customer service to internal or external customers.
 - ☐ No Experience
 - ☐ Little Experience (Less than 1 year)
 - ☐ Moderate Experience (1 - 3 years)
 - ☐ A lot of Experience (more than 3 years)
- * 8. Please provide examples of the safety/risk management consulting/customer service you have provided, and indicate whether the service you provided was to an external or internal customer. If you have no experience providing consulting/customer service, please indicate "N/A".
- * Required Question