

The Missouri Intergovernmental Risk Management Association (MIRMA) is Missouri's original municipal risk pool having formed in 1981. We are owned entirely by participating Missouri municipalities and function solely for their benefit.

We have opportunities to expand our office and are looking to fill a position on our risk management team. Check us out at [www.mirma.org](http://www.mirma.org). **Salary minimum \$70,385.00**

A generous benefits package includes health, dental, defined contribution retirement plan (401a), optional deferred compensation retirement plan (457b), vacation, sick time, and EAP. The successful candidate will be able to fulfill the following:

## **LOSS CONTROL CONSULTANT**

### **SCOPE OF POSITION**

This full-time position provides on-site loss prevention and control services to members of the association and requires regular (70-80%) in-state travel. This position provides evaluation of member loss prevention and control programs and efforts, survey of member facilities, member training and the making of appropriate recommendations and reports. This position is required to make presentations and take a leading role in seminars and meetings. This position is FLSA exempt and reports to the Loss Control Director.

### **DUTIES AND RESPONSIBILITIES**

Drive to various member locations assigned to provide services, a minimum of four times per year, or more frequently as may be necessary depending upon the needs of the member.

Survey member facilities and job sites to identify physical or operational hazards which could result in injuries to employees or citizens, damage to member's or citizen's property, and make appropriate recommendations to the member for the correction of identified hazards.

For each municipal member with a police department, utilize a law enforcement firearms training simulator for training and analysis of officer response. Must be able to articulate proper use of force and how it aligns with state, federal and case law. Makes recommendations on proper use of force in line with the MIRMA Police Model Policies.

Make presentations of grant awards to the city council of the applicant city.

Review various member policies and procedures to identify issues that could result in injuries to employees or citizens, cause damage to property of members or citizens, or leave the member open to civil liability, and make appropriate recommendations to the member.

Reviews various municipal contracts for the inclusion of preferred language pertaining to insurance coverage, indemnity agreements and other beneficial items.

Provide on-site safety and/or loss prevention training for the members of the association on any needed

loss prevention or safety topic, such as accident investigation, self inspection, supervisory responsibilities & accountability, and defensive driving.

Annually evaluate the overall loss prevention program of each member assigned during the months of January and February.

Provide members with samples of various documents, forms, policies, or other materials as needed or requested.

Attend the association Annual Meeting; including making presentations as requested and/or providing other assistance, as necessary.

Prepare all loss control recommendations, reports or correspondence including written communication with member governments.

Complete monthly, by the fifth of each month, travel expense forms.

Keep accurate records of business mileage incurred.

Maintain a vehicle for business purposes with a minimum Kelly Blue Book retail value of \$8,000.

Complete all other duties and responsibilities not herein described as may be necessary and assigned, within the abilities of the person holding the position. Follow all MIRMA Personnel policies.

## REQUIREMENTS OF WORK

Good working knowledge of, or the ability to research or use, available reference standards, such as but not limited to the Model Aquatic Health Code, OSHA, ANSI, NIOSH, Public Playground ASTM and CPSC Standards and NFPA.

Excellent observation, recognition, and identification skills, good organizational skills, good creative writing skills, effective use of time. Effective verbal communication skills, both in person and on the telephone; including effective use of appropriate terminology, ability to define and explain, and public speaking.

Ability to plan travel effectively; including allotment of time for driving, visits and stops, and identification of appropriate overnight locations, as necessary to be most productive and effective.

Must be able to drive an automobile for an extended period and load and unload equipment up to 75lbs.

Must be able to complete on-site inspections of all types of municipal facilities, including but not limited to public and non-public facilities and plants, playgrounds and municipal jobsites.

Excellent defensive driving skills; including thorough knowledge and obedience of local and state traffic laws.

Maintain a professional personal appearance.

Must work congenially with others, both staff and member personnel; including those times when disagreements may occur. Must be able to lead discussions that are sometimes adversarial but in doing so always use safety as the main goal for municipal operations.

Must be dependable and able to work independently and with minimal supervision.

Must maintain excellent self-discipline and utilize the highest degree of care when using MIRMA's computer, email and filing system. Must utilize a program internally used in the administration of claims reporting and warehousing.

## EDUCATION AND TRAINING

Undergraduate or graduate college degree in safety or loss control required. Two years' experience in safety and loss prevention required. Obtain and maintain the Certified Playground Safety Inspector (CPSI) certification and the Certified Missouri Safety Consultant designation required. Previous training and/or experience with major insurance company loss control operations preferred. Previous experience with business travel preferred. Knowledge of information technology systems and emerging AI applications is preferred. Previous municipal government experience is preferred.

## Employee Benefits

- Annual cost-of-living adjustments (COLA).
- Eligible for annual merit increases.

Following a probationary/introductory period, MIRMA will provide a defined contribution retirement plan, with no required employee contribution.

- Health, Dental, LTD, and Life insurance is provided at no cost for the employee's coverage. (effective the first of the month after 30 days of employment), and MIRMA is currently paying at least 56% of the costs of coverage for dependents.
- Vacation will begin to accrue on the first day of employment.
- Three floating holidays are provided annually (prorated based on start date).

Monthly mileage reimbursement for work travel is determined using the current IRS rate 72.5 cents per mile.