

Job Title: Risk Control Advisor

Position Overview

We are seeking a proactive, relationship-driven safety and risk management professional to join our Risk Management Team. The successful candidate will work under the direction of the Director of Risk Management and collaborate with a dynamic team to support member agencies in reducing financial exposures and supporting safety-related needs.

This position is fully remote, with up to 50% or more of the time spent in the field conducting on-site risk management inspections, assessing conditions affecting safety, risk control, and loss prevention, and advising on corrective actions. Overnight stays will be required.

Risk Control Advisor has a pay range of \$80,292 (minimum) to \$120,438 (maximum)

Key Responsibilities

- Assist and support the development, administration, and operation of the Risk Management Program.
- Plan and schedule risk management assessments and training.
- Conduct on-site and, occasionally, virtual or hybrid risk assessment/consultative visits.
- Assist members in planning and implementing safety and loss control programs.
- Develop risk management recommendations, prepare reports, and monitor compliance.
- Prepare reports following business communication best practices.
- Travel extensively to conduct risk assessments and deliver onsite training, including overnight stays.
- Drive personal or rental vehicles for work-related travel.
- Develop and review training programs, including course objectives, outlines, presentations, and exercises.
- Coordinate advanced training in safety practices and operating procedures.
- Participate in the development of webinars and supporting materials.
- Develop website resources, including best practices, fact sheets, alerts, and other materials.
- Prepare professional articles on risk management topics.
- Review claim patterns and make recommendations to control or reduce loss exposures.
- Assist in the analysis and evaluation of new and revised laws and regulations as they impact to members' policies and procedures.
- Prepare and make periodic reports and presentations to committees.

Preferred Qualifications

Knowledge of:

- Current health, safety, and environmental laws as they relate to public entities.

- English grammar and usage.
- Safety programs and policies.
- Computer systems and software applications.

Ability to:

- Travel by airplane or automobile to deliver services at member facilities or conferences.
- Develop and present safety and risk management programs.
- Consult with members regarding their safety and risk management programs.
- Conduct accident investigations.
- Make effective presentations to management, boards, staff, and the public.
- Read, analyze, and interpret safety documents, loss runs, accident reports, and other information.
- Maintain expertise on current safety and risk management issues.
- Communicate effectively verbally and in writing.

Education and Experience Requirements

- Bachelor's degree (B.S., B.A.) in occupational safety and health, environmental safety and health, safety or environmental management, engineering, or related field, and a minimum of three (3) years of relevant work experience.
- OR Associate's degree (A.S., A.A.) and five (5) years of relevant experience.
- OR a minimum of eight (8) years of relevant work experience in occupational safety and health, industrial hygiene, risk management, or loss prevention.
- Advanced knowledge and experience with public entity operations, safety, and risk management is desirable.
- Experience conducting risk assessments and implementing occupational health and safety programs.
- Strong business writing skills.
- Professional certification such as ASP, GSP, SMP, ARM, or CHSO is required (or must be obtained within two years of employment).