



City of Doral Risk Manager

SALARY	\$78,050.76 - \$124,881.22 Annually	LOCATION	City of Doral, FL
JOB TYPE	Full Time	JOB NUMBER	10232023
DEPARTMENT	Human Resources	OPENING DATE	10/23/2023
CLOSING DATE	11/13/2023 5:00 PM Eastern		

General Purpose

This position performs professional and analytical work managing, planning, implementing, and evaluating the activities of the Risk Management division within the Human Resources Department. Work involves responsibility for planning, assigning, coordinating and supervising risk management programs and personnel, including, employee safety, vehicle claims, general loss control, property, fleet management and general liability exposures and avoidance. Work is performed with limited supervision and considerable latitude. The position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or issues.

Supervision Received and Exercised

This position is classified as an exempt, full-time position with a 40 hour work-week.

Essential Duties and Responsibilities

- Responsible for the coordination of activities within risk determination, evaluation, claims administration, contract administration, loss prevention.
- Responsible for creating and maintaining City-wide policies and procedures along with the standard operating procedures for all risk related matters.
- Responsible for ensuring the City's fleet follows all applicable insurance requirements and all vehicles meet the criteria of the fleet.
- Responsible for coordinating vehicle inspections post-accident and works with the assigned member of the respective department to ensure vehicle is repaired and back in service.
- Responsible for preparing and requesting all necessary documentation to dispose of any vehicle that has been deemed total loss.
- Responsible for a comprehensive citywide safety and liability prevention programs.
- Manages liability, property damage and identifies and evaluates loss, evaluates claims, and facilitates claims administration.
- Reviews and evaluates incident reports/liability damages and takes appropriate action; determines loss control methods for exposure and extent of liability; processes claims; prepares related documentation.
- Responsible for coordinating the City-wide crash review panel. In addition, this member serves as panel member for all crash review panels.
- Prepares and reviews bids and proposals to ensure that all contractor services are covered with the proper insurance.

- Provides technical guidance, coaching, consultation, information and assistance to the City Manager, department directors, supervisors and employees regarding risk management policies, practices, procedures, and programs.
- Schedules vehicle inspections and property inspections and ensures that appropriate appraisals are promptly completed and that all benefits are provided in a timely manner.
- Interprets loss data and prepares reports for control and analysis; recommends corrective action and maintains state required forms and records.
- Maintains periodic contact with the City's third-party adjuster and legal defense to review certain cases.
- Responsible to following up with City personnel on responses and gathering of information to ensure legal defense deadlines are met.
- Serves as the main point of contact to gather critical information and facts to pinpoint specific City expert in each case. Participates in depositions as required.
- Secures insurance renewal quotes and coverage information on various City insurance policies; makes recommendation to City officials.
- Keeps informed of developments concerning potential liability exposures through state legislation and legal court decisions in all areas of insurance.
- Reviews all certificates of insurance to ensure City contractors have the proper insurance in place.
- Oversees and participates in the development of the division budget.
- Provides and arranges safety training for City staff. Works with Human Resources to ensure all employees are trained accordingly.
- Serves as the principal representative overseeing damage assessments, verification and validation of City damages in connection with disasters.
- Works with the City Attorney to ensure that restitutions are completed.
- Completes inspections of City facilities on a regular basis.
- Reports to scenes of accidents or injuries as required.
- Performs other related job duties as assigned.

Minimum Qualifications

Education and Experience:

- Bachelor's degree in insurance, Risk Management, or a related field; five (5) years of experience in development and administration of all lines of insurance and accident and loss prevention programs or an equivalent combination of education, certification, training, and/or experience.

Special Qualifications:

- National Incident Management System (NIMS) certification preferred.
- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

Knowledge, Skills and Abilities:

- Knowledge of the standard principles, practices, technology, and terminology of all areas of risk management, safety, and insurance policies.
- Knowledge of principles and processes for providing outstanding customer service.
- Knowledge of state workers' compensation laws, regulations, and procedures.
- Knowledge of loss prevention practices, procedures, and techniques.
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays, or unexpected events.
- Ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable organizational software.
- Ability to exercise sound judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.

- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to regularly attend work and arrive punctually for designated work schedule.
- Ability to communicate effectively verbally and in writing.
- Ability to organize work for timely completion.
- Ability to follow oral and written instructions.
- Ability to deal effectively with the public.

PHYSICAL DEMANDS

Depending on the functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking, or standing.

WORK ENVIRONMENT

Work is performed in a fast-moving environment, frequently required to handle multiple projects and to perform under stressful conditions when confronted with an emergency; must be able to work flexible hours to include evenings and weekends.

Agency

City of Doral

Address

8401 NW 53 Terrace

Doral, Florida, 33166

Phone

305-593-6725

Website

<http://www.cityofdoral.com>

Risk Manager Supplemental Questionnaire

***QUESTION 1**

Which of the following best describes your education?

- ☐ High school diploma or GED equivalent.
- ☐ Associate's Degree from an accredited college in a related field.
- ☐ Bachelor's Degree from an accredited college in a related field.
- ☐ Master's Degree from an accredited college in a related field.

***QUESTION 2**

Do you possess at least five (5) years of experience within the Risk Management field, to include the development and administration of all lines of insurance and accident/loss prevention programs?

- ☐ Yes
- ☐ No

***QUESTION 3**

Do you possess experience in planning, coordinating and supervising Risk Management programs?

- ☐ Yes
- ☐ No

***QUESTION 4**

Do you possess experience with the coordination of activities within risk determination, evaluation, claims administration, contract administration and loss prevention?

- ☐ Yes
- ☐ No

***QUESTION 5**

Do you possess experience in preparing and reviewing bids?

- ☐ Yes
- ☐ No

***QUESTION 6**

Do you possess experience in securing insurance renewal quotes and coverage information?

- ☐ Yes
- ☐ No

***QUESTION 7**

Do you possess experience with maintaining a departmental budget?

- ☐ Yes
- ☐ No

***QUESTION 8**

Do you possess the National Incident Management System Certification (NIMS)?

- ☐ Yes
- ☐ No

***QUESTION 9**

Do you possess a valid driver license with an acceptable driving record?

- ☐ Yes
- ☐ No

***QUESTION 10**

I certify that I have read the job announcement in its entirety, and have attached my resume and last obtained degree to my application.

- ☐ Yes
- ☐ No

*** Required Question**