



The Town of Glastonbury is accepting applications for the following position:

Risk and Emergency Manager – Part Time

Hours: 19.5 per week

Salary Range: \$33.65 - \$46.80 per hour

Closing date: open until filled

Under general direction of the Director of Human Resources, incumbent is responsible for managing the Town's risk management and loss control program, including workers' compensation, personal and property liability, and casualty and coordinating such with Town departments, government agencies, and insurance carriers. Incumbent interprets and enforces laws and regulations under Conn-OSHA, ensuring compliance through inspection for potential safety hazards, evaluation of work practices, accident investigation, training and dissemination of safety information; develops and manages loss control programs to minimize employee injuries and property loss. Incumbent also works directly with the Town Manager to coordinate public safety and emergency management operations for the Town, serving as liaison with relevant federal and state agencies and municipal departments, and manages special projects as assigned.

Bachelor's Degree in Occupational Safety, Risk Management, Industrial/ Safety Engineering or a related field from a recognized college or university. Must have five (5) years' experience in occupational safety and health inspections and investigations, risk management or loss control. One (1) year of experience in emergency planning or emergency management. Some Administrative experience, including policy and procedure development is required. Valid operator's license from state of residence is required. A combination of education, training, and experience deemed sufficient to perform the functions of the position will be considered.

Applications are available from the Human Resources Department or Town Hall Customer Service Center, 2155 Main Street, Glastonbury, CT 06033 or call (860) 652-7710., or from the Town website at www.glastonbury-ct.gov/prjobs Please send completed applications to the Human Resources Department or Customer Service Center at Town Hall.

AA/EOE

Date Posted: 6/8/2016

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Risk and Emergency Manager
DEPARTMENT: Human Resources
REPORTS TO: Director of Human Resources

GENERAL DESCRIPTION:

Under the general direction of the Director of Human Resources, incumbent is responsible for managing the Town's risk management and loss control program, including workers' compensation, personal and property liability, and casualty and coordinating such with Town departments, government agencies, and insurance carriers. Incumbent interprets and enforces laws and regulations under Conn-OSHA, ensuring compliance through inspection for potential safety hazards, evaluation of work practices, accident investigation, training and dissemination of safety information; develops and manages loss control programs to minimize employee injuries and property loss. Incumbent also works directly with the Town Manager to coordinate public safety and emergency management operations for the Town, serving as liaison with relevant federal and state agencies and municipal departments, and manages special projects as assigned.

ESSENTIAL DUTIES:

1. Conducts safety/loss control assessments and inspections of work locations and practices to determine potential hazards and risk factors; investigates occupational accidents, injuries and illnesses; and reviews departmental management safety programs to meet all Conn-OSHA standards and guidelines, and others that apply (e.g., NFPA). Maintains current knowledge of applicable guidelines, loss-control trends and industry best practices.
2. Develops and recommends to management, procedures and approaches to safety and loss prevention based on data gathered from assessments, inspections, investigations, reports, industry statistics, industry best practices, loss control trends, Conn-OSHA, NFPA and others as applicable.
3. Helps departments implement corrections/recommendations; follows up to ensure implementation of new measures and evaluates effectiveness of same.
4. Develops and manages safety programs based on the needs of the Town, such as lock-out/tag-out, personal protective equipment, confined space, blood-borne pathogens, etc.
5. Oversees safety and health-related training programs to ensure compliance and to achieve a well-informed, safety-conscious work force. Educates employees, making complex technical information accessible to those with varied levels of technical knowledge; disseminates information about safety topics, such as toxic substances, hazards, carcinogens, etc.
6. Serves as Safety Committee Chairperson, ensuring committee activities meet or exceed State of Connecticut Workers' Compensation Commission guidelines; through leadership, secures committee members' active participation on the committee and stewardship for engendering safety consciousness in their work areas.
7. Builds and maintains cooperative relationships in order to liaise with government agencies for outreach initiatives and compliance concerns; insurers/loss control and claims representatives; internal departments, such as the Health Department and Human Resources to provide for health protection (e.g., Hepatitis B immunization, emergency care, hearing conservation, etc.); and

employees at all levels of the organization for sharing information, and attaining compliance with safe work practices.

8. Works with Human Resources, and department/division directors to manage workers' compensation claims and the return-to-work process.
9. Conducts or coordinates ergonomic evaluations of employee work areas and conducts ergonomic training.
10. Works to ensure Town readiness for emergency response through equipment, supplies, and communications-systems and protocols.
11. Drafts emergency management policies and procedures; interprets and enforces same.
12. Liaises with federal, state and municipal emergency management officials and personnel, coordinating efforts to address public safety issues of common concern. Serves on and/or interacts with state and federal Homeland Security planning committees, Radio interoperability Committee, and state and regional and emergency management committees.
13. Completes special projects as assigned.

OTHER DUTIES:

1. Performs other related duties as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work

QUALIFICATIONS PROFILE:

- Knowledge of OSHA codes and training requirements, safety and health best practices
- Knowledge of loss control and property damage principles, workers' compensation laws and processes
- Knowledge of laws governing emergency/disaster management and preparedness
- Knowledge of principles and practices of emergency/disaster management and preparedness
- Knowledge of the principles and practices of accident investigation and workplace safety assessment
- Ability to analyze safety data, identify trends, and recommend feasible remedial measures
- Ability to analyze emergency data, anticipate changing conditions and direct the courses of action to be taken to protect life, property and maintain operations

- Strong oral communication and interpersonal skills, including the ability to teach, negotiate and persuade, present to large groups, and build and maintain collaborative relationships
- Ability to write clear, concise and accurate policies, procedures, recommendations, inspection reports, investigative reports and training plans

PHYSICAL/MENTAL REQUIREMENTS:

- Able to walk (sometimes over uneven terrain), stand, stoop, lift/carry/push and/or pull objects up to 20 pounds. Must be able to sit for extended periods of time at a keyboard and focus visual concentration. Must be able to coordinate hands and eyes accurately in handling, sorting, and filing documents, and processing keyboard tasks
- Able to see objects closely, as in typing, reading a report, using a computer, monitoring video display screens, inspecting tools, equipment and physical details of work locations. Must be able to hear normal sounds with background noise, distinguish voice patterns and communicate with speech as in person, telephone and two-way radio communications
- Able to perform basic Mathematic calculations, interpret loss data and trending, and interpret descriptive statistics
- Communicates efficiently and effectively in Standard English; speaks with poise, confidence, and voice control, and writes communications that are clear, concise, and accurate
- Able to concentrate on fine detail with frequent interruptions, attend to tasks for more than sixty minutes at a time, and remember multiple assignments given to self or others over long periods of time. Able to understand theories behind several concepts
- Able to work for prolonged periods of time as required to coordinate and support emergency response efforts in the event of natural or man-made disasters; willingness to report to Emergency Operations Center in a timely manner, without regard to day or time

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree from a recognized college or university in Occupational Safety, Risk Management, Industrial/Safety Engineering or related field
- Five (5) years of experience in occupational safety and health inspections and investigations, risk management or loss control. A combination of education, training, and experience deemed sufficient to perform the functions of the position, considered
- One (1) year of experience in emergency planning or emergency management
- Administrative experience, including policy and procedure development

LICENSE OR CERTIFICATION:

- Valid operator's license from state of residence

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.