



**Job Title: Risk Management Specialist**

## **CLASSIFICATION DESCRIPTION**

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**Department: Facilities and Institutional Services**

**Pay Grade: 104**

**FLSA Status: Non-exempt**

**Remote Work Eligible: No**

### **JOB SUMMARY**

This position coordinates and maintains employee safety programs. Responsibilities may include: scheduling and coordinating required trainings and medical evaluations; coordinating vendors for inspections; maintaining compliance with state and federal health and safety regulations; conducting safety inspections; resolving safety issues; and maintaining training records.

### **DISTINGUISHING CHARACTERISTICS**

N/A.

### **ESSENTIAL JOB FUNCTIONS**

- Coordinates safety and risk management audits and program management, which includes: coordinating inspections through vendors; providing assistance with on-site investigations; performing technical reviews of reports to define hazards or problems; maintaining the Right-to-Work SDS sheets; performing driver's license checks for SPC vehicle operators using the DAVID system; and coordinating fire drills.
- Coordinates and facilitates safety training and medical evaluations, which includes scheduling training sessions and monitoring program compliance with internal and external regulations.
- Conducts inspections such as boiler inspections; ensures permits such as Operating Permits are updated annually; and reviews monthly site inspection forms conducted by security officers at each site.
- Investigates accidents which includes: reviewing claims to determine cause factors, determining future risk; compiling data; conducting safety audits; managing case files; resolving safety issues; and conducting follow-up investigations when necessary.
- Conducts safety training.
- Reviews billings to ensure the most cost-effective use of College funds.
- Updates the FPIS Disaster Response Program; maintains and researches the SDS sheets for all products maintained by the College.
- Coordinates Hepatitis B vaccinations, lead level blood testing (Gun Range AC), and respirator physicals/fitness tests.
- Prepares and maintains a variety of operational documents, records, and audit reports.

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- Performs other duties as assigned.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Associate degree in a safety or health related field; three (3) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

- Basic risk management principles and practices;
- Insurance terminology;
- Health and safety principles and requirements;
- Applicable federal, state, and local laws, rules, and regulations;
- Investigative techniques;
- Recordkeeping principles; and
- Computers and related software applications.

### Skills in:

- Conducting investigations and safety audits;
- Coordinating and presenting training programs;
- Maintaining records and reports;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### Ability to:

- Interpret and analyze applicable federal, state, and local laws, rules, and regulations;

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Valid FL Driver's License.

OSHA 511 qualified Instructor for General Industry Standards Certificate.

Certified in use of the Driver and Vehicle Information Database (DAVID).

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<b>X</b>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<b>X</b>	Reaching – extending hands or arms in any direction.	<b>X</b>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.	<b>X</b>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<b>X</b>

Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights, weekends, and holidays. Work may require some travel.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

**St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.**