



POSITION OPEN **FOR** **SAFETY & RISK CLAIMS MANAGER**

The City of Madisonville has an opening for a Safety & Risk Manager. The Safety & Risk Manager is responsible for all planned processes and responsibilities to routinely perform safety & risk identification, safety & risk analysis, safety & risk response planning, and safety & risk control activities throughout the City of Madisonville. Provide hands-on development of safety & risk models involving market and operational safety & risk, assure controls are operating effectively, and provide research and analytical support

- Ensures compliance with all employment, personnel, safety, and other applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Serves as the City's Safety Officer; serves as chairperson for Employee Safety Committee; oversees preparation of OSHA 2000 and other compliance issues; oversees and monitors compliance with OSHA regulations; responds to OSHA citations
- Oversees and supervises worker's compensation activities; consults with attorneys, insurance carrier, and department heads regarding choice of provider, light duty, settlements, surveillance, and other issues.
- Receives, reviews, and/or approves various forms, reports, correspondence, insurance bills, claims utilization data, complaints, interrogatory responses, surveys, time sheets, leave forms/records, purchase orders, check requests, meeting minutes, agendas, insurance policies, contracts, policies, procedures, laws, regulations, resolutions, labor law updates, journals, publications, manuals, handbooks, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Maintains confidentiality of departmental issues and documentation.

Bachelor Degree preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job, supplemented by five years previous experience preferred.

Applications will be accepted until May 19, 2022 at City Hall, 77 N. Main Street, Madisonville, KY 42431. Applications are also available online at www.madisonvilleliving.com and www.indeed.com.

The City of Madisonville is an Equal Opportunity Employer.