

# RISK CONTROL ADVISOR

**Reports to: General Manager**

**Status: Exempt**

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## **Definition/Summary**

Under general direction, performs complex and specialized work requiring an advanced level of knowledge of safety and risk management programs; assists with the administration and operation of CIRA; conducts risk management assessments; on-site, virtual or hybrid risk assessment visits with special emphasis on significant loss areas; develops and delivers occupational health and safety training; advises member agencies of significant loss exposures and provides safety and risk management guidance to control these exposures. Provides member agencies with consultative assistance on risk management/safety issues.

## **Essential Functions**

- Assists and supports the development, administration and operation of the CIRA Risk Control Plan.
- Plans and schedules risk management assessments and training based on member requests or specific member needs in an efficient manner.
- Conducts on-site and on occasion virtual or hybrid risk assessment/consultative visits to evaluate a member agency's safety and risk management programs and facilities.
- Responds to requests for safety and/or risk management consultations and training.
- Assists members in the planning and implementation of safety and risk management programs.
- Develops risk management recommendations, prepares reports, and monitors members' compliance with recommendations.
- Prepares reports following business communication of best practices and with attention to technical accuracy and department SOPs.
- Develops and delivers occupational health and safety training programs customized for the public agencies, including the development of all course materials.
- Establishes and maintains effective working relationships with co-workers and all others contacted during the course of work.

## **Other Duties**

- Develop and present training programs under general direction, including the development of course objectives, course outlines, PowerPoint presentations.
- Coordinate specialized training in safety practices and operating procedures.
- Develop and present webinars under general direction, including PowerPoint presentations and supporting materials;
- Develop website resources under general direction, including best practices, fact sheets, alerts, and other resource materials to assist member agencies;
- Conduct loss analyses and make specific recommendations to control or reduce loss exposures;
- Participate in the development and updating of CIRA's model risk management programs;
- Assist in the analysis and evaluation of new and revised laws and regulations with an

- emphasis on how they impact members' work policies and procedures;
- Prepare and make periodic reports and presentations to CIRA committees.

### **Job Standards/Specifications**

#### Knowledge of:

- Current health, safety and environmental laws as they relate to public entities in the State of California, including Cal-OSHA, State Water Resources Control Board, EPA and NFPA;
- English grammar and usage;
- CIRA safety programs and policies.
- Computer systems and software applications.

#### Ability to:

- Travel 50% or more of the time to conduct risk assessments, and to deliver on-site training including overnight stays;
- Travel by airplane or automobile to deliver services at district facilities or conferences;
- Develop and present safety and risk management programs;
- Develop and deliver occupational health and safety training courses;
- Consult with members regarding their safety and risk management programs;
- Conduct accident investigations;
- Make effective presentations to management, Boards, staff, 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;
- Wear appropriate "Personal Protection Equipment" (PPE) and dress to avoid job-related hazards.
- Manage travel schedule for efficient service delivery.

### **Typical Physical Activities**

- Climb ladders, stairs, ramps; stoop, kneel, crouch, and reach when making on-site physical risk management inspections of members' facilities such as canals, dams, buildings, and pump stations.
- Stand and walk for extended periods at members' facilities when making on-site physical risk management assessments, or to deliver on-site trainings for 3 - 6 hours.
- Work outside when making on-site physical risk management assessments of members' facilities.
- Lift and move objects up 20 pounds such as large binders, books, small office equipment, and training supplies.
- Communicate orally with members, co-workers, and public in face-to-face one-to-one setting; by telephone; and in group settings or virtually (giving instructions and information, along with responding to questions).
- Use office equipment, such as computer, telephone, copiers, and fax machines.
- Utilizes hearing and vision within normal ranges with or without correction.
- Drive for extended periods of time to deliver services at members' facilities.
- Sit for extended periods of time while driving, flying, attending meetings or working in the

office.

### **Environmental Factors**

1. Exposure to outdoor weather conditions (heat, cold, wind, sun, rain) during the on-site risk assessment of district facilities.
2. Walk on uneven or slippery terrain during on-site risk assessments.
3. Noise: Occasionally, there are unusually loud sounds.
4. Irregular or extended work hours to deliver services to members may be required.

### **Minimum Experience and Qualifications**

Bachelor's degree (B.S., B.A.) from an accredited college or university in occupational safety and health, environmental safety and health, safety or environmental management, engineering, or a related field. Current Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH) or Associate in Risk Management (ARM) designation preferred.

Requires a minimum of five to seven years of relevant work experience in the occupational health and safety profession or one of its specialties. Experience designing and conducting training in a broad range of occupational health and safety topics, conducting risk assessments, designing and implementing occupational health and safety programs, preparing technical reports, and addressing employee occupational health and safety concerns in a public entity setting is desired.