

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Safety Claims Investigator – Training	Department:	Risk Management
Requisition Number:	2022297		
Hours:	7:00 a.m. – 4:00 p.m., may vary	Rate of Pay:	\$69,254.64 Annually
Date Posted Up:	11/8/2022	Date Posted Down:	Until Filled
Time Up:	3:00 p.m.	Time Down:	

SUMMARY

The incumbent is responsible for assessing and implementing the City's Safety/Loss Prevention program, investigating liability claims, ensuring compliance with OSHA regulations, safety training, and investigating City property damage and vehicular accidents. The incumbent is expected to exercise good judgement, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations. This position is excluded from paragraphs 3 and 4 of City Attendance Policy 305; all other paragraphs of this policy apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

OPERATIONS

- Performs on-call duties, on call twenty four (24) hours per day on a rotating schedule, one week on, one week off. Call duty shared with Director and other Safety Claims Investigator-Trainer, but must be available to take rotational call at all times;
- Conducts on site investigations at City vehicle accident scenes during assigned call out period, which includes crash scene photography, documentation, and interviews;
- Determines immediate course of action for employee-involved motor vehicle accidents: drug screening protocol per Policy 610, decision regarding medical evaluation, discussion with on-site Police Officer for level of cause, instruction to employees and/or supervisor for Vehicle Condition Inspection, arranging transportation of employee for injury care, drug screens, or disabled vehicles. Compiles findings of investigation into a report and maintains all documentation for Accident Review, Director of Risk Management, and Deputy Chief of Police Head of Accident Review;
- Responds to injury calls, BBP (blood borne pathogen) exposure calls, Public Health Emergencies/COVID-19 (including contact tracing, isolating employees, quarantining employees, and necessary follow-up with management, benefits and Allen County Department of Health) and other emergencies involving City personnel or property. Determines necessity of medical intervention, directing treatment and arranging clinic visits. Conducts necessary follow-up;
- Conducts on site investigation of employee injuries during assigned call out period, as needed, which includes photography, documentation and interviews;
- Investigates and documents liability, property damage, and tort claims, interacts with third party administrator, and reports findings to Risk Manager and the Tort Claim Committee;
- Serves as Training Site Administrator for American Heart Association CPR/First Aid Certification;
- Plans and conducts safety inspections of City facilities and properties to ensure compliance with local, state, and federal regulations. This includes identifying, assessing, and documenting hazards. Ensures that hazards are properly mitigated;

- Initiates investigations and compiles documentation to ensure OSHA complaints/violations have been corrected. Completes necessary follow-up with both OSHA and the Department involved;
- Develops, reviews, modifies, and implements safe work practices for all employees;
- Coordinates compliance with Federal, State and Local safety regulations and training;
- Oversees quarterly CDL and safety sensitive random drug testing program;
- Coordinates with supervisor or Department Head to determine the need for reasonable suspicion and follow-up alcohol and drug tests;
- Provides proper correspondence and escorting of employees for subsequent testing;
- Conducts case management in various areas. Oversees home physical therapy program for City workers' compensation and hurt on duty cases;
- Manages AED program for Citizens Square;
- Requisitions materials and equipment needed for training programs.

INFORMATION & COMMUNICATION

- Recommends corrective or preventive measures;
- Assists departments in administration of annual fit testing for respirator wear and use in accordance with OSHA standards;
- Participates in departmental safety committee meetings;
- Assists with the City-wide vehicle accident review committee;
- Represents Risk Management Department for new employee orientation as needed, training new employees on accident and injury protocols and paperwork;
- Oversees monthly Driver Refresher Course for employees assigned to the course as part of the Accident Review process;
- Conducts research on various safety-related topics and regulations and provides subject matter expertise in advising and assisting various departments in safety education, training programs, safe work practices and hazard controls to reduce frequency and severity of accidents;
- Plans, coordinates, and administers training classes for CPR, First Aid, Bloodborne Pathogen, Work Zone Safety, Lock Out/Tag Out, Confined Space Refresher, HAZCOM and other occupational safety courses following OSHA standards and helps maintain proper record keeping for OSHA regulations;
- Leads Fire Safety class for various departments on a yearly basis;
- Develops, plans, coordinates, and instructs Employee Personal Safety and De-Escalation classes for various City departments, as requested by Risk Manager or respective department head;
- Develops training classes and events to maintain a high level of safety for the employees; obtains training materials, coordinates for outside speakers, secures facility with audio/visual equipment, and meals as required by length and/or needs of the programs;
- Delivers correspondence from the Human Resources Department in-person when deemed necessary;
- Develops, assesses and oversees evacuation program for Citizens Square;
- Proposes safety policy development and revision to the Risk Manager and City Policy Review Committee;
- Advises and assists other City departments and government agencies in responding to Public Health Emergencies/COVID-19. This includes but is not limited to case management, contact tracing, isolating employees, and quarantining employees;
- Communicates effectively both orally and in writing. Able to access information easily in all Risk Management databases, and document in the like.

SAFETY/SECURITY

- Regularly exposed to potentially dangerous areas and environments. Maintains proper situational awareness and hazard recognition;
- Conducts inspections of all City facilities to detect existing or potential accident and/or health hazards and compliance with all federal, state and local regulations;

- Provides coordination and assistance in testing for noise levels, toxic atmosphere and unsafe conditions in conjunction with INSafe;
- Liaisons with IOSHA on inspections and complaints;
- Conducts on site investigation of suspected encampments that may be hazardous to public safety and determines the need for public safety or Property Management intervention;
- Performs ergonomic assessments for City employee work stations, making recommendations for equipment changes or additions as needed;
- Maintains Risk Management vehicle; Schedules servicing, cleans, and ensures vehicle is prepared to respond to all accidents, incidents, injuries, and investigations;
- Plans and conducts surveillance and develops accurate, detailed reports with appropriate documentation;
- Evaluates available data and provides risk assessments and trend analysis.

DOCUMENT/DATA MANAGEMENT, PROCESSING & ANALYSIS

- Maintains accurate records of safety inspections including follow up to ensure recommended corrective action has been taken;
- Maintains records of all CPR, First Aid, Bloodborne Pathogen, and HAZCOM training;

MARGINAL FUNCTIONS

Performs other duties as required.

EDUCATION and/or EXPERIENCE

Requires Bachelor's Degree in Risk Management, Criminal Justice, Business, Nursing, Public Health, or Occupational Safety/Industrial Hygiene-related field. Five years of public safety/law enforcement work, or equivalent combination of education, training, and/or experience will suffice.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Ability to perform routine office procedures necessary and answer phone calls or citizen visits as needed.;
- Ability to communicate effectively with staff, department directors, vendors, and the general public;
- Ability to handle routine correspondence without direct supervision;

- Must be proficient in an office software suite, preferably Microsoft;
- Ability to effectively perform public speaking. Must be able to communicate complex and technical subject matter in a means that is understandable by various audiences;
- Possesses specialized knowledge of principles of investigation, procedures and techniques of a functional safety program.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Maintains current Basic Life Support and First Aid/CPR Instructor Certification;
- 30-hour OSHA Training course within the past two years or within six months of employment;
- Achieves and maintains training within one year of employment for the following categories: Confined Space, Lock-out/Tag-out, Trenching & Excavation, and Arc Flash Safety;
- Maintains a valid Indiana Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, reach with hands and arms, and taste or smell. The employee is occasionally required to sit; use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point). During investigations or inspections, the environment could be different than standard office set up.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate while performing inspections on job sites, but will vary depending on job being performed.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from

their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.