

## KENTUCKY LEAGUE OF CITIES

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**Position Title: Loss Control Specialist**

**Reports to: Director of Loss Control**

**Classification: Exempt**

**Position Summary:** Responsible for providing professional, comprehensive loss control and risk management services to KLCIS workers compensation, property and liability insurance members. Performs related work as required.

Work is performed under the general supervision of the Director of Loss Control. This is light to moderate work and may require physical effort. Position requires moderate travel and occasional overnight stays. Position requires visual acuity for preparing, reviewing, checking and maintaining written and computer files and records. Position requires considerable interpersonal, analytical, written and oral skills. Worker is required to have hearing sufficient to accurately perceive information at normal spoken word levels.

- Develops, evaluates and provides safety, industrial hygiene, liability and risk management consulting services to KLCIS members.
- Coordinates loss control/risk management programs in assigned areas.
- Analyzes loss control/injury illness data by member and facility to determine trends and address specific areas of concern.
- Prepares reports to document findings of loss control surveys and makes recommendations for improved safety, loss control and risk management practices.
- Provides consultative and technical assistance to members and agents.
- Develops safety, health and liability training programs and seminars to increase potential loss awareness among members.
- Conducts workers' compensation and liability loss control surveys, accident and fatality investigations and injury/property damage field investigations.
- Communicates with other governmental agencies involved with occupational safety and health and assists with the development of interagency programs.
- Coordinates with underwriting and marketing to complete underwriting surveys.
- Develops and maintains working relationships with clients.
- Identifies and alerts claims manager of faulty, unreasonable or questionable claims.
- Provides information and answers questions regarding programs and services.
- Coordinates and develops training programs with outside agencies.
- Informs members of OSHA standards and regulations for compliance.
- Attends professional development training for maintenance of professional certifications and stays up-to-date on evolving trends in loss control.
- Researches and reviews regulatory standards, citations and penalties.
- Performs related tasks as required.

**Knowledge, Skills and Abilities:** Knowledge of occupational safety and health regulations; knowledge of loss control methods as related to municipal workers' compensation, property and liability risk exposures; knowledge of claim administration and adjusting workers' compensation, property and liability claims; knowledge of insurance language, laws, regulations and functions; knowledge of current education and training techniques; considerable interpersonal skills and ability to communicate effectively orally and in writing; considerable analytical ability and the ability to plan, develop, implement and evaluate training programs; must be a self-starter and have ability to plan and coordinate work schedule without close supervision; must be able to work in a team environment and must maintain effective working relationships with KLC and KLCIS staff.

**Education and Experience:** Bachelor's degree from an accredited college or university with major coursework in safety and loss control, engineering, insurance, business administration or a related field. Should have a minimum of 10 years worth of industry experience. Designations such as CPCU, ARM, PE, CSP and CIH are highly preferred.

**Special Requirements:** Possession of an appropriate valid driver's license valid in the Commonwealth of Kentucky.