

WYOMING LOCAL GOVERNMENT LIABILITY POOL

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JOB DESCRIPTION

TITLE: LOSS CONTROL REPRESENTATIVE

STATUS: EXEMPT - AT WILL POSITION

REPORTS TO: Loss Control Manager

COMPANY LOCATION: Local Government Liability Pool, Cheyenne, WY

STARTING SALARY: \$48,000 - \$60,000 - Annual

PURPOSE:

- Assists with designing and implementing loss control programs, special projects and conducts seminars for the various governmental entities that participate in the pool.
- Provides loss control services to LGLP members, either in an assigned geographical work area or on a loss control staff support basis, or a combination of these areas.
- Performs loss control surveys and completes detailed loss control reports of current and prospective members.
- Function with less supervision, due to experience, skills and knowledge.

SKILLS & KNOWLEDGE REQUIREMENTS:

- Must possess a high degree of literacy supported by an Associate Degree (2-year curricula) in a safety and loss control/risk management-related course of study. Prefer the individual to have, but not necessary, attainment of any one or more of the following professional designations: Associate in Loss Control Management (ALCM), Associate in Risk Management (ARM), Associate Safety Professional (ASP), Certified Safety Professional (CSP).
- Must possess a high degree of literacy in a safety and loss control/risk management related course of study, with a minimum of 3-5 years of related experience.
- Must possess effective oral, written and consultative communication skills.
- Must possess and maintain a valid basic motor vehicle driver's license.

ESSENTIAL FUNCTIONS:

The essential functions included, but are not limited to, the following:

- Provides consultative loss control service to members that will assist their management in developing an effective loss control program. This service can include, but is not limited to: giving suggestions for organizing a loss control program, selecting program priorities, performing job hazard analysis, conducting periodic hazard and exposure recognition surveys, training member's employees in loss control related areas, providing resource materials, audiovisual materials, loss experience information and investigating and analyzing losses for the purpose of conducting proactive loss control with members.
- Completes detailed, multi-line loss control surveys, as assigned.
- Prepares detailed, written loss control reports and forms to relate loss control information to others.
- Submits loss control recommendations to assist in correcting deficiencies, if appropriate.
- Coordinates and assists in the planning and execution of loss control workshops, seminars and other training for members or potential members.
- Develops and maintains a working relationship with members, agents and/or brokers (where applicable) that enhances the company image and encourages these persons to think of our pool when placing business and for utilization of our loss control services.
- Maintains an understanding of laws, rules and regulations affecting the insurance mechanism and alternative risk financing methods in their correlation with loss control.
- Keeps informed of new techniques and equipment used in loss control.
- Assists in conducting calls to existing and prospective members and reinsurers for marketing purposes, as assigned.
- May perform other duties and functions as directed.

NON-ESSENTIAL FUNCTIONS:

The non-essential functions include, but are not limited to, the following:

- Performs daily functions on a timely basis
- Interfaces well with other departments, agencies and pool members

WORKING CONDITIONS (MENTAL/PHYSICAL DEMANDS):

The following physical and mental abilities are necessary to perform the essential functions of this position:

- Must be able to lift up to 50 pounds, with or without assistance, on an occasional basis, for movement and setup of audiovisual presentation equipment.
- Requires extensive travel throughout the State of Wyoming.
- Must be able to successfully negotiate all types of physical sites for the purpose of observing and recording information about members or potential member's buildings, facilities or worksites.
- Must possess, the skills to efficiently operate a computer and computer keyboard.
- Must be able to read, comprehend and follow instructions.
- Must be able to hear, speak and write English clearly, reflecting professional quality.
- Must have strong analytical skills.
- Must be able to deal effectively with members and potential members with highly varied backgrounds, including difficult and confrontational people.
- Must be able to exercise effective loss control services management.
- Must be able to concentrate on detailed information and to meet important deadlines at all times.

The LGLP Board, Executive Director and Loss Control Manager retain the discretion to add or change job duties at any time and to waive any qualifications or requirements.