

Wells County, North Dakota

Wells County Courthouse
Office of Risk Manager
700 Railway ST N #306
Fessenden, ND 58438
(701) 547-3319

Job Description

Job Title: Risk Manager	Job Status: Part-Time (25% FTE)
Department: Risk Management	FLSA Status: Non-Exempt
Reports To: Board of County Commission	Effective Date: October 2019

❖ Nature of Work:

As an appointed official, Risk Manager serves as the county safety officer and is responsible for all aspects of employee safety for Wells County.

❖ Essential Functions of Work:

- Meets with new hires and to train them on our safety program.
- Meets annually with all employees to review guidelines and changes to safety program.
- Attends, at a minimum, an annual training with NDACO Risk Management officials to ensure compliance with safety program.
- Coordinates annual safety inspections of all county buildings/offices.
- Establishes Designated Medical Providers (DMPs) relationships to ensure employees are able to return to work as soon as possible after an injury. DMPs agree to review our return to work policy and transitional job offers as necessitated.
- Notes all “near miss” incidents and takes appropriate steps necessary to avoid injury to employees and the public.
- Responsible for all aspects of WSI Claims:
 - Preparing the initial incident report.
 - Filing claim with WSI
 - Investigation of accident
 - Root cause analysis
 - Post-injury follow-up
 - Work restrictions.
 - Return to work availability
 - Failure to follow up with accident investigation after a claim could result in a fee assessed to the county.
- Coordinates the CEG Learning Management System. The LMS requires all employees enlisted into the program to take a quarterly on-line safety training of their choosing.
 - Shall strive for 100% compliance of participants by maintaining a roster of employees and keeping a record of their training each quarter.

- Notifies Department Heads if an employee is non-compliant. Failure to maintain 100% compliance could jeopardize the county's 5% discount on WSI insurance premiums.
- Coordinates ergonomic assessments for employees upon their request.
- Coordinates other employee safety trainings, as necessary.
- Assists Wells County departments with purchasing appropriate safety supplies, clothing, and equipment, as requested.
- Coordinates the employee mandatory drug testing program including:
 - Updating the employee roster
 - Facilitates the testing at the courthouse or county shop locations.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of Risk Manager, as required or assigned.

❖ **Requirements of Work:**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and other employees, and members of the public.
- Ability to work irregular schedules and in high stress situations.
- Ability to perform light physical work and carry up to 20 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate a work computer and traditional office equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Ability to travel and be exposed to extremes of weather when going on location to attend meetings or tend to Risk Management related duties.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience:**

- High School diploma or GED.
- Ability to attend annual training with NDACO Risk Management.

❖ **Clarification Clause**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Risk Management related positions. The job description does not constitute an employment contract or an employment agreement. The employment is an employee "at will" under ND law and may be hired or fired at the discretion of the Board of County Commission. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.