



## **Coordinator of Risk and Energy Services**

### **Purpose Statement**

The job of Coordinator of Risk and Energy Services is done for the purpose/s of collaborating with key district personnel to plan, implement, manage, and monitor the district's risk management efforts; including worker's compensation, liability, and property; identifying, evaluating, and mitigating risk exposure for Provo City School District; planning, implementing, and coordinating accident prevention and safety projects to minimize injuries and financial losses; examining buildings; inspecting fire and safety equipment, district grounds, and machinery to identify current and potential hazards; acting as an integral member of the Provo City School District Risk Management Committee and is responsible for necessary training of district employees on relevant policy and procedures, and loss control; ensuring compliance with safety codes, regulations, and relevant legislation; serving as liaison between district and Local, State, and Federal agencies regarding risk mitigation, hazardous waste, and emergency preparedness issues.

This job reports to Business Administrator or Director of Building Services

### **Essential Functions**

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Collaborates with utility companies for the purpose of gathering information to compare pricing structures, etc.

Coordinates with facilities director for equipment installation projects and disposal of materials (e.g. playground equipment, emergency generators, flammable storage areas, fire suppression hoods, CCTV and other surveillance systems, etc.) for the purpose of compliance with applicable laws and risk survey results.

Coordinates annual State Risk self-inspection surveys with building Principals and other school and district personnel for the purpose of complying with State Risk Management expectations.

Coordinates the identification and mitigation of hazards at all locations throughout the district for the purpose of resolving safety and security concerns.

Develops appropriate in-service training and materials related to health and safety for the purpose of meeting all expectations for required trainings of district employees.

Develops and maintains monthly, quarterly, and annual reports for relevant stakeholders (e.g. site usage, unit cost analysis, square footage costs, etc.) for the purpose of providing accurate information for planning and identifying accuracy of billing.

Ensure OSHA and Utah State regulations are followed at each location (e.g. MSDS sheets, etc.) for the purpose of complying with all relevant laws and regulations.

Inspects new and existing equipment and/or facilities, and potential capital projects for the purpose of ensuring that proper risk management factors are evaluated.

Maintains location specific files of relevant information (e.g. hazards cited, risk survey reports, actions, minutes, etc.) for the purpose of storing accurate information about district facilities.

Participates in meetings, workshops, seminars, and other trainings for the purpose of conveying and/or gathering information required to perform job functions.

Performs regular on-site energy audits at all district locations (during occupied and unoccupied times) of equipment and employee usage of energy for the purpose of identifying operational characteristics of equipment, and developing usage modification plans for employees to encourage appropriate conservation practices within district guidelines.

Performs other duties as assigned for the purpose of supporting the Business Administrator as circumstances evolve.

Represents the district as liaison with Local and State agencies on risk management, emergency, and other safety concerns for the purpose of developing and maintaining appropriate relationships for the success of the district.

Represents the District as coordinator and investigator of claims with appropriate agencies (e.g. fires, accidents, vehicle claims, vandalism, worker's compensation claims, etc.) for the purpose of determining the cause and to implement remediation strategies.

Researches a variety of topics (e.g. claims, trends, laws, cases, etc.) for the purpose of implementing remedial programs and best practices to reduce incidents and claims.

Serves as a member of district Safety and Security Committee for the purpose of collaborating with other committee members to identify and develop appropriate goals and actions.

Submits required reports and appropriate correspondence to Utah Department of Risk Management for the purpose of complying with applicable laws and reporting relevant information.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: Organizational and computer literacy are required to coordinate and perform certain job functions (word processing, spreadsheets, etc.). Effective oral and written communication with various stakeholders.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Risk management and hazard mitigation. Local, State, and Federal legislation and safety regulations. Loss control practices and techniques.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: Ability to respond calmly and quickly to high demanding situations. Make sound judgements and decisions based on data gathered. Relate effectively with individuals and groups as needed.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** 5 years of prior job related work experience.

**Required Testing:**

**Certificates and Licenses**

Valid Driver’s License

**Continuing Educ. / Training:**

Required to work some evenings and weekends.

**Clearances**

Criminal Background Clearance

**FLSA Status**

Not Rated

**Approval Date**

9/1/2022

**Salary Grade**