

***Intergovernmental Risk Management Agency  
(IRMA)***

***Senior Loss Control Consultant***

Revised Date: September 2023

Reports To: Director of Risk Management & Training Services

FLSA Status: Exempt

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***Position Summary***

The Senior Loss Control Consultant provides consultation and training to IRMA and its members to minimize and/or eliminate potential liabilities, exposures, and injuries. The Senior Loss Control Consultant conducts evaluations of member premises, equipment, materials, work practices, and safety policy and programs to increase member awareness of safety and ability to reduce or prevent losses.

***Position Qualifications:***

***Education:***

- Bachelor's degree in Occupational Safety & Health, Engineering, Environmental Science, or other relevant field(s).

***Experience:***

- Five (5) years of experience in risk management, insurance, occupational safety, environmental, loss control, loss prevention.

***Other:***

- Experience in public entity risk management preferred.
- Certification in, or ability to obtain certifications, Certified Safety Professional (CSP), Associate Safety Professional (ASP), Certified Playground Safety Inspector (CPSI) or equivalent safety designations.
- OSHA Outreach Instructor preferred (10-30 Hour)
- Experienced Flagger Trainer and Forklift Trainer preferred.
- Knowledge of current, general, state, and federal safety and environmental laws.
- Knowledge and ability to utilize technology to facilitate live, virtual, and pre-recorded training programs.
- Must possess and maintain a current, valid Driver License and personal auto insurance coverage.

***Essential Job Tasks***

- Conducts onsite and virtual loss control visits, including but not limited to technical training, loss control assessments, and risk reviews to identify, evaluate and mitigate potential hazards or exposures. Generates technically detailed reports including providing a clear assessment of risk and appropriate recommendations for member use.
- Collaborates with the risk management department on the development of loss control and risk reduction programs. Works under the direction of the Director of Risk

Management & Training to research, analyze and review industry and member loss data to reduce hazards and accidents and ensure compliance with applicable regulations.

- Assists with the development and maintenance of IRMA policies, procedures, and training programs to promote loss control and ensure compliance with applicable local, state, and federal safety and environmental regulations.
- Ensures members receive quality service by acting as a content expert for training materials and advisor for the membership on matters which pose actual or potential liability exposure.
- Proficient in the delivery of technical classroom and/or hands-on training programs that are compliant with applicable regulations.
- Supports members in accident/claim investigation, when required, to prevent recurrence. Works as part of IRMA's Rapid Response Team and Safety-First Program as needed.
- Assists with the implementation of the Safety Internship Program as directed.
- Contributes and generates educational and training materials for distribution to the membership on loss prevention measures, updated safety or health regulations, large loss lessons, or other relevant subject matters.
- Works independently while in the field or remote setting while meeting important deadlines. Regularly reports all activities and project status to the Director of Risk Management and Training.
- Performs other duties as assigned.

### ***Additional Qualifications***

#### ***Ability to demonstrate professionalism through:***

- Skilled delivery of presentations and risk management advice to diversified groups while maintaining a professional demeanor.
- Possession of strong interpersonal skills, articulating clearly in both the written and spoken word.
- Knowledge and ability to operate common office machines and equipment, including audiovisual training, cameras, computers, tablets, and software applications.
- Ability to coordinate multiple responsibilities and prioritize under time constraints.

#### ***Ability to demonstrate leadership in safety through:***

- Maintaining proper housekeeping in their office space and in common areas.
- Using common sense and safe practices to accomplish work.
- Assisting in identifying and reporting premises hazards to the Director.
- Following all personnel and departmental operating procedures.
- Reporting any ergonomic problems associated with his/her workstation.
- Reporting any accidents or near misses to the Director before the end of the work shift.
- Following all required early return to work recommendations.
- Fully cooperating with any accident investigation.

***Working Conditions***

- Frequent travel within Northeastern Illinois to member locations via personal auto. Reimbursement for mileage and expenses provided.
- May require working in a variety of environments, including indoors and outdoors, with limited exposure to excessive noise, dust, or temperature. Appropriate personal protective equipment (PPE) will be provided when needed.
- May require ability to perform administrative work in a remote office setting.
- May require lifting up to 25 lbs.
- May require use of ladders.