



Alabama Municipal Insurance Corporation Job Description

Job Title: Loss Control Representative/Safety Consultant

Department: Loss Control

Reports To: Steve Wells/Richard Buttenshaw

FLSA Status: Exempt

Summary Assist accounts in the development of risk management and safety programs by performing the following duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Surveys and assists in the development of inspection programs for properties such as buildings, industrial operations, vehicles, and recreational facilities to evaluate physical conditions, safety practices, and hazardous situations.

Observes operations and management practices to determine safety issues and hazards affecting insurance premiums and losses.

Analyzes history of accidents and claims against insured and surveys scenes of accidents to determine causes and to develop accident prevention programs.

Prepares written report of findings and recommendations for correction of unsafe or unsanitary conditions.

Develops, implements, and monitors activities and programs, in conjunction with the insured, to control losses and improve safety.

Confers with employees of insured, provides informational materials, and conducts training to induce compliance with safety standards, codes, and regulations.

Conducts informational meetings among various educational, civic, and municipal groups to promote general safety concepts.

Research and write safety articles and handouts.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently.

Professionalism – Approaches others in tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.

Quantity – Meets productivity standards.

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Four year degree or equivalent combination of two year college with at least two years related loss control experience or training.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing software.

Certificates, Licenses, Registrations

Have ARM or CSP or willingness to attain these designations.

***Please contact the Alabama Municipal Insurance Corporation for more details or to set up an interview. We are hiring immediately. Call Cynthia Wells at 334-386-4224 for more information. We are an Equal Opportunity Employer.**