

Job Title: **Loss Control Consultant**

Reports To: Vice President of Risk Services

Department: Loss Control

FLSA Classification: Exempt

About Us

Public Entity was created to provide insurance coverage for local governments in Tennessee. With Staff experience in local government, as well as the commercial insurance industry, we pride ourselves in providing exceptional service to Public Entity Partner members. Our staff includes past city managers, city recorders, and insurance professionals with decades of experience. We relate to governmental entities because we work with them daily and we understand the unique challenges they face.

Job Summary

Under the direction of the Vice President of Risk Services, the Loss Control Consultant serves as the loss control resource in the middle Tennessee region, providing loss control surveys for municipalities, utilities, schools, housing authorities, and other public agencies that have workers' compensation and/or liability coverage with Public Entity Partners. This position identifies safety and liability exposures and provides recommendations and training designed to reduce these exposures, while informing the member and the Underwriting Department of unmanaged risks. This position will work in the middle Tennessee office.

Job Responsibilities

- Conducts site surveys and evaluations of member operations by reviewing policies, surveying facilities, observing work crews and work processes; discussing loss trends and observations with department heads and administration; Identifying risks, internal and external threats, and recommending risk controls.
- Reviews the member's loss history and underwriting file in preparation for site visit, reviews claim detail, loss trends, develops loss ratios and frequency rates.
- Reports survey findings in the risk control summary, communicates with underwriting, other key loss control team members, the insured party, and/or the agent.
- Drafts letters of recommendations to members and risk control summaries to Underwriting regarding members.
- Responds to external requests for information, via phone and email, regarding risk management issues. Determines if any follow-up visits or correspondence are appropriate.
- Works with related Public Entity Partners departments seeking claims or underwriting information about a member's operation.
- Seeks guidance from related departments and/or legal regarding unique issues encountered in the field.

- Develops and present training programs that address safety and/or liability exposures.
- Handles confidential member information, claims data, and financial information with discretion.
- Participate in special projects as directed by Leadership.
- Other duties as assigned.

Qualifications

- Bachelor's degree in Business or Public Administration, Risk Management, safety or a related field, or equivalent experience; ARM-P is a plus.
- Experience working in general risk management or local governmental administration or safety.
- Proficiency in use of Microsoft Office: Word, Excel, PowerPoint.
- Ability to work independently.
- Strong interpersonal skills and ability to work harmoniously with others.
- Excellent oral and written communication skills Strong analytical skills.
- Knowledge of Tennessee Governmental Tort Liability Act, Tennessee Workers' Compensation Law, and/or federal laws pertaining to civil rights.
- Ability to travel up to 80% of the time, with some overnight travel.
- Valid Tennessee driver's license with a non-adverse driving history and reliable vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and listen. The employee is frequently required to drive an automobile for long periods to a member location, and then on arrival to various member locations. The employee is frequently required to walk while at member locations, and occasionally will walk on diverse terrain, such as, grass, pea gravel, sand, or concrete. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move boxes, files, and materials up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in outdoor conditions while surveying facilities, work sites (public works and utilities), parks and playgrounds, and water and wastewater treatment facilities. Employee is occasionally exposed to hot and cold temperatures, humid conditions and moving mechanical parts.

The noise level in the work environment is usually quiet.

Submit resumes to Attn: Human Resources 562 Franklin Rd. Suite 200 Franklin, TN 37069 or

ctaylor@pepartners.org