

Loss Control Representative

The Alabama League of Municipalities has a new job opportunity for a loss control representative and is currently seeking talented individuals like yourself to join our team and contribute to our success. As a leading organization in our industry, we offer a dynamic and collaborative work environment where you can thrive and make a significant impact.

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.

Travel Requirements This position requires significant travel within an assigned territory of the state of Alabama. Occasional overnight travel in state and travel out of state for conferences, education, etc. is required. Must be able to provide transportation. All necessary travel will be reimbursed per the federal mileage rate.

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.

The salary range for this position will be \$57,000.00 - \$82,000.00 and comes with the following benefits:

Health/ Dental Insurance Coverage Through Blue Cross/Blue Shield

Retirement Plan under the Alabama Employees Retirement System

Discount Vision Plan

Paid Holidays

Paid Annual leave, Sick and Bereavement Leave

Paid Maturity/Paternity leave (up to six weeks)

Medical Reimbursement

Long term Disability insurance (eligible after 90 days)

Term Life insurance (eligible after 90 days)

Workers Compensation and Unemployment Compensation Insurance

Thank you for your interest in this exciting job opportunity with the Alabama League of Municipalities .If you would like to apply for this position, please submit your current and updated resume with cover letter no later than June 28, 2024 to balexander@almonline.org.