



## POSITION DESCRIPTION

---

**Job Title:** Risk Management Specialist  
**Reports to:** Member Services Manager  
**Status:** Exempt, Salary

---

### **JOB SUMMARY:**

The employee in this position will be responsible for implementing risk management, loss prevention, and training to reduce the risk and liability for WSTIP's 24 members. This position has considerable contact with members at their location which will require frequent day and overnight travel to agencies located across Washington State. This position may conduct risk assessment surveys at the member's location, and provide relevant risk prevention training programs either at the member's location or at regional location. The Risk Management Specialist will work closely with consultants in the development and coordination of specialized training or services for members.

*This exempt position will be required to work from their home office and is assigned to WSTIP's Best Practices/Integrated Risk Management program. The Best Practices/Integrated Risk Management program is funded through 2011. Funding for this position after 2011 depends on WSTIP Board re-authorization based on success in meeting service goals, financial benchmarks, and the return on investment expectations.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Conduct risk management reviews by meeting with members, reviewing operations, and making recommendations for compliance with Best Practices and/or state and federal regulations while exercising considerable discretion and independent judgment.
2. Assist members with meeting recommendations as follows:
  - a. coordinate the activities of specialists and consultants
  - b. write policies and procedures for use by members
  - c. design, conduct, or coordinate training for members related to recommendations
  - d. communicate verbally, and in writing, to all levels of the member agency and with fellow WSTIP staff about transit operations, best practice recommendations, current and upcoming activities, and plans for action
3. Research and identify hazard risk exposure areas and prepare recommendations for how WSTIP can reduce risk with the development of new Best Practices.
4. Collect statistical information to set and monitor benchmarks and return on investment goals.
5. Coordinate or provide training at WSTIP Board meetings, and/or speaking at selected seminars or workshops.



6. Follow established procedures to procure, and coordinate consultant work.
7. Respond in writing and verbally to requests from members within two working days of contact.
8. Work cooperatively with internal Member Services staff to coordinate and track work activities and complete tasks related to risk reviews and recommendations utilizing appropriate technology tools.
9. May facilitate meetings or participate as a topical expert in risk management Best Practice development or revision.
10. Perform other duties of a similar nature or level.

**STANDARDS OF PERFORMANCE:**

- Able to actively support and incorporate the mission of WSTIP into daily work activities.
- Ensure WSTIP's resources meet service goals, financial benchmarks, and return on investment expectations specific to hazard risk reduction.
- Able to consistently demonstrate excellent interpersonal relations and communication skills.
- Remain current on transit industry risk, risk trends, and risk reduction techniques.
- Maintain confidential information.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Education:**

A Bachelor's degree in business, public administration, political science, risk management, industrial hygiene or a related field. Will consider progressively responsible experience in lieu of formal education.

**Experience:**

Two years experience in the transit (or transportation) industry in operations, safety, or training desired. Will consider equal experience in risk assessment, loss control, or fleet safety (public entity experience preferred) in lieu of transit experience.

**License:**

Valid Washington State drivers license at the time of hire with excellent driving record.

**Knowledge and Skills:**

Knowledge of:

- Occupational hazards, policies and practices.
- Federal and state laws governing public entities and specifically the transit industry.
- Loss prevention measures and methods of reducing hazard risk.

Necessary skills:

- Proficient writing skills; ability to write reports, research papers, letters, and e-mail.



- Effective communication skills in public settings (trainings, small meetings, and one-on-one communication).
- Ability to listen to members and identify what services will best meet the needs of the member, WSTIP, and the legal requirements of risk management.
- Manage projects and/or tasks with multiple clients in a timely manner, in accordance with budget and performance standards.
- Expertise with personal computers, software programs (Microsoft Office suite of products), and other modes of technology; willingness to utilize technology in daily work product.
- Ability to conduct research on industry trends and risk related reduction techniques and apply information learned.
- Evaluate procedures and incidents of risk to determine hazard risk exposures and risk reduction or control techniques.
- Plan and organize own work and travel.
- Work independently, and cooperatively with other WSTIP staff; delegating tasks when appropriate.

#### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Ability to maintain flexible working hours, including frequent overnight travel throughout the state. Mileage reimbursement for use of your own vehicle.
- Ability to work from home office with high speed internet connection. (Equipment and internet connection reimbursement negotiable).

**Strength:** Lifting and carrying general office supplies and files; typically weighing less than 25 pounds.

**Manual Dexterity:** Ability to consistently perform moderately difficult manipulative skills such as typing, word processing, and driving.

**Mobility:** Ability to climb ladders, stairs, ramps, stoop, kneel, crouch, reach and move around in crawl spaces and areas with low ceilings while making on-site physical risk control inspections. Ability to walk at least ½ mile on variety of surfaces. Ability to sit for extended periods of time.

**Visual Discrimination:** Ability to consistently identify objects and persons at a distance; read fine print on records and forms. Ability to see in day and night-time driving conditions.

**Hearing:** Ability to consistently distinguish normal sounds with some background noise; multiple sounds in a stimulated environment; and verbal language and tones on the telephone.

**Speech:** Ability to speak clearly and make self understood in a one-on-one basis with individuals and in group settings.

---

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.