CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Risk Management Technician

Pay Grade: 55 Pay Range: $16.67 to $23.34 per hour plus benefits
New employees usually start at beginning level of pay range.
FLSA Status: Non-exempt (eligible for overtime)

Qualifications: Two (2) years experience in risk management programs, insurance, workers compensation, safety inspections, OSHA and other combinations of experience and education that meet the minimum requirements may be substituted and considered. Position will require on call availability evenings and weekends. Candidate of choice must have valid Arizona drivers' license and clean driving record. Must pass pre-employment drug test, fingerprint and background investigation.

Description: Performs tasks that will maintain City wide safe working conditions and OSHA compliance through facility inspections and random field inspections; responds to and investigates emergency situations, liability claims and reports of unsafe work practices; ensures that annual health and safety training is completed, assists in meeting compliance guidelines; establishes and maintains various safety records and reports based on property damage and injury; reviews and revises safety manuals and other safety documents as needed and serves as a resource for safety related questions and issues; shares in after-hours call-outs for accidents involving injuries to employees, damage to City property or other possible liabilities; provides support to Risk Manager and City Legal Department ; participates in professional organizations and committees as directed .

Knowledge, Skills, and Other Characteristics:

- Knowledge of OSHA Safety Standards and practices
- Knowledge of program monitoring and evaluation techniques
- Knowledge of applicable federal, state and city rules and regulations
- Knowledge of the City's governmental organization, policies and procedures
- Knowledge of public relations/customer service principles, practices and techniques
- Skill in utilizing office equipment and computer software including databases and spreadsheets to research, maintain, and update records and files
- Skill in developing and delivering presentations and conducting training classes
- Skill in utilizing public relations techniques in responding to inquiries and complaints
- Skill in handling, prioritizing and follow through of multiple projects
- Skill in establishing and maintaining effective working relationships with elected officials, department heads, employees and their representatives, business and professional groups and the general public.
- Skill in preparing and maintaining accurate records, reports, and files.
- Skill in producing written documents with clearly organized thoughts while using proper sentence construction, punctuation and grammar
- Ability to analyze and interpret technical data

Physical and Visual Ability: sufficient to effectively and safely perform required duties which may include continuous and repetitive arm or hand and eye movement necessary to prepare written material and to safely operate required equipment and city vehicle as needed. Ability to lift and carry large numbers of binders and written materials weighing up to 35 pounds.
Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone.
Applicant must be free from mental disorders that would interfere with performance of duties as described.

***Deadline*: Applications must be received by 5:00 PM July 13th, 2006**

Send application/resume to:
City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1315 (928) 777-1347 TDD (928) 777-1100 Fax: (928) 777-1213
.**Email:** personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net **Job Hotline:** (928) 777-1280

Para oportunidades de empleo con la Ciudad de Prescott, favor de llamar (928) 777-1279

EEO/M/F/V/H/D/NSE Posted: June 26, 2006

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