

Ohio University – Compensation 2014
Job Family: Risk Management & Safety | Career Track: Individual Contributor

Maintains a risk free and safe University campus by monitoring identifying and mitigating potential risks to the campus. Responsibilities include conducting daily surveys and inspections of campus, responding to incidents and disturbances, enforcing University rules and local, state, and federal laws, developing risk management and safety procedures to ensure the well-being of the University community and visitors, developing and implementing hazardous material and emergency programs, and directing insurance management and workers compensation services. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountabilities	<p>PEOPLE</p> <p>Oversees the work of student employees performing related tasks.</p> <p>Following established guidelines and standards, investigates problems or complaints to identify potential causes. Recommends solutions and escalates problems when necessary.</p> <p>OPERATIONS</p> <p>Resolves or contains any risks to the safety of campus.</p> <p>Maintains safety equipment to ensure that equipment is working properly.</p> <p>Performs inspections, writes summary reports, and refers non-routine problems to higher level employees.</p> <p>Produces and distributes informative materials related to risk management and safety policies and procedures to University organizations and staff members.</p>	<p>PEOPLE</p> <p>Oversees the work of student employees performing diverse tasks.</p> <p>Coordinates with members of the University community to ensure that risk management and safety procedures are in place for events and programs.</p> <p>Serves as a resource for employees and departments to understand the risks and safety impact of their activities.</p> <p>OPERATIONS</p> <p>Under general supervision, inspects University buildings as well as materials to ensure that they comply with established policies and principles. Responds to any incident, complaints or requests and applies understanding of University policy as well as industry best practices to ensure the safety of the campus.</p> <p>Develops and reviews safety, emergency, risk and plans for special events and programs such as athletic events or conferences.</p> <p>Performs routine inspections and responds to non-routine inquiries as requested.</p> <p>Contributes to the development of University policies and procedures for risk management and safety related to specialty area.</p>	<p>PEOPLE</p> <p>Directs the work of lower level employees to ensure compliance with department policies and achievement of work objectives.</p> <p>Leads training sessions for faculty, staff, and students regarding risk management and safety procedures and regulations.</p> <p>OPERATIONS</p> <p>Responds to complex, non-routine risk management and safety problems using specialized knowledge and experience.</p> <p>Oversees and implements risk management and safety programs. Works independently to set day-to-day work objectives. Collects related data, writes reports for University risk management and safety colleagues, and recommends changes to programs and procedures.</p> <p>Serves as liaison with external constituents such as regulatory agencies, local officials, and life safety enforcement to ensure compliance with standards and requirements. Collects and compiles data for required reports.</p> <p>Advises colleagues on establishing policies and procedures to help ensure a risk free and safe environment for members of the University community as well as University visitors.</p>	<p>PEOPLE</p> <p>Manages the execution of major programs and initiatives by acting as a project leader. Directs work of project team and monitors performance against project objectives and key metrics.</p> <p>OPERATIONS</p> <p>Addresses the most complex, multidimensional risk management and safety problems using expert knowledge and experience. Responds to emergencies and makes quick decisions to contain any potential threats to the safety of the University.</p> <p>Oversees complex, high risk health and safety programs. Ensures compliance with regulations and policies in order to mitigate potential risks to the University.</p> <p>Consults with leaders of outside departments to establish risk management and safety policies and procedures and coordinate risk management and safety resources needed across the University.</p> <p>Works with stakeholders across the University to determine major areas of risk and assess the University's risk management and safety needs. Reports findings to functional leaders in order to set functional strategy and objectives.</p> <p>BUDGET</p> <p>May develop and administer budgets.</p>	None specified.

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Requirements	<p>Knowledge and expertise in concepts, principles, and practices, of risk management and safety and emergency operations typically obtained through an Associate's degree or equivalent work experience and 0 to 2 years of risk management and safety experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Advanced knowledge and expertise in concepts, principles, and practices of risk management and safety typically obtained through a Bachelor's degree or equivalent work experience and 2 to 4 years of risk management and safety experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Seasoned knowledge and expertise in theories, concepts, and practices of risk management and safety typically obtained through a Bachelor's degree or equivalent work experience and 4 to 6 years of risk management and safety experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Expert knowledge and expertise in theories, concepts, and practices of risk management and safety typically obtained through a Bachelor's degree or equivalent work experience and 6 or more years of risk management and safety experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	