



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Risk Management Officer	BAND/LEVEL:	PROF IV
DEPARTMENT:	Fire Department	JOB NO:	3030
DIVISION:	Fire Administration	DATE:	04/01/2019
REPORTS TO:	Deputy Fire Chief	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	281
REPLACES:	N/A	LAST REVISED DATE:	03/25/2012

JOB SUMMARY STATEMENT:

Administers and is responsible for the coordination of the emergency and non-emergency activities of the city and fire department in the areas relating to standards and compliance, support services, safety and risk management. Emphasis areas of responsibility include safety and loss prevention, community risk reduction and emergency management for the department as well as the City of Overland Park.

DUTIES AND RESPONSIBILITIES:

1. Administers the Community Risk Reduction program in conjunction with the accreditation process. Will serve in the rotation as the Department Accreditation Manager.
2. Oversees the Chief's Commission on Standards, Compliance and Accreditation. Ensures department policies are up to date, within compliance of associated standards and facilitates the post incident analysis program.
3. Supervises Department data analyst and works with the Deputy Chief assigned to Administration on the Department's overall Quality Improvement and Quality Control processes.
4. Represents the Fire Department on the City's Safety Council. Coordinates activities related to fire department employee injuries.
5. Collaborates with the Deputy Chief, City's Risk Manager and Human Resources Safety Administrator in regard to risk reduction and loss prevention for the department.
6. Collaborates with the City's Emergency Manager and is expected to be able to fill the role of Emergency Manager in their absence. Demonstrates significant understanding and ability to work within the City's Emergency Operating Plan. Represents the Fire Department on the City's Emergency Management Committee.
7. Provides point of contact for the police department's emergency management coordinator for all matters regarding homeland defense preparedness.
8. Recommends changes to Building, Fire and Health and Safety Codes as deemed necessary for the protection of the citizens of Overland Park.

9. Provides on-scene assistance to the department's Incident Commander on incidents which involves, or potentially involves, hazardous materials, or events in which nuclear, biological, or chemical agents have been used with criminal intent. Participates in the investigation and reporting of incidents involving accidental releases or illegal disposal of hazardous materials.
10. Acts as liaison with local, state, federal, and/or outside agencies regarding matters related to code compliance, emergency management and homeland defense preparedness.
11. Prepares correspondence, speeches, and news releases. Conducts research and prepares reports related to a variety of topics related to homeland defense preparedness. Appears before civic and community groups to promote code compliance and homeland defense preparedness activities.
12. Advises the department and the City on appropriate codes, code applications, inspections, and hazard mitigation as it relates to the manufacture, storage, use or disposal of hazardous materials within the city and response area.
13. Functions as Incident Safety Officer as required on all structure fires, high-rise incidents, technical rescue incidents, and any other hazardous structural or environmental conditions. Also functions as Assistant Safety Officer on all hazardous materials incidents as required by OSHA 29 CFR 1910.120 (q).
14. Assists in the development of the annual operating budget and planning for future service requirements. Reviews and evaluates recommendations for equipment needs for the department.
15. Manages and forecasts short and long range planning as assigned. Identifies opportunities and make recommendations to the Fire Chief for improving service delivery methods, procedures and general operations.
16. May be required to respond to incidents that have a high profile and where questions from the governing body and/or news media are anticipated.
17. Participates in scheduled meetings in a supportive fashion for the betterment of the organization (governing officials, city staff, and fire department staff).
18. Coordinates and participates in outside activities beneficial to the department. Works closely with outside agencies directly associated with the Overland Park Fire Department.
19. Employee in this position that is fire qualified and EMT certified must respond to fire and rescue alarms. Makes high-level strategic and tactical decisions as to the methods of fighting fires and performing rescues, directing the work of all units in all matters concerning fire mitigations, the saving of human life, and the protection of property until relieved by a superior chief officer.
20. Performs related work as assigned.
21. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
22. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Associates Degree in Fire Science, Emergency Management or a related field. Preference is given to those employees with a Bachelor's degree in Fire Science or a related field.
- Applicability of a degree in a related field will be determined by senior management.
- Must possess a valid driver's license and maintain an insurable driving record.
- Candidates who are Firefighter/Emergency Medical Technician or Firefighter/Paramedic must meet the following requirements:
 - Successful completion of required courses in modern firefighting response activity, fire administration, instruction and supervision based on the equivalency of NFPA 1021 Fire Officer Professional Competency Level I, NFPA 1041 Fire Service Instructor Professional Competency Level I, NFPA Fire Department Safety Officer requirements and NFPA 472 Hazardous Materials Competencies for First Responder at the Operational Level.
 - Must be a minimum of EMT and AED certified by the Kansas Board of EMS.
 - Fire and EMT Certification must be maintained.

EXPERIENCE:

- Five years experience with the Overland Park Fire Department, or five years experience in risk or emergency management, or an equivalent level of experience.
- Experience in Emergency Support Functions (ESFs) targeted to specific hazards and working knowledge of the National Incident Management System (NIMS) required.
- Two years supervisory experience preferred.

SKILLS:

- Good oral and written communication skills.
- Working knowledge of word processing and spreadsheet programs.
- Project Management skills.
- Attention to detail.
- Analytical skills

MENTAL REQUIREMENTS:

- Thorough knowledge of the geographical layout of the jurisdiction, including the location of streets, hydrants and major fire hazards.
- Thorough knowledge of Overland Park Fire Department resources, both its personnel capabilities and equipment capabilities.
- Thorough knowledge of departmental rules and regulations with the ability to enforce them firmly, tactfully and impartially.
- Considerable knowledge of the principles of management and organization.
- Knowledge of research techniques, methods and procedures and ability to analyze and interpret data and submit reports upon analysis.
- Ability to visualize and analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.
- Ability to plan, assign, and direct the work of a number of subordinate operating units and to direct the work of subordinate employees under emergency situations.
- Ability to establish and maintain effective working relationships with City of Overland Park officials, private sector officials, civic groups, subordinates and the general public.
- Candidates who are Firefighter, Emergency Medical Technicians and/or Paramedic must meet the Mental Requirements of those job descriptions.

PHYSICAL REQUIREMENTS:

- Frequently required to sit, talk and hear.
- Ability to make and receive phone calls.
- Ability to operate a City vehicle.
- Ability to operate facsimile machines, copy machines, paging systems and calculators.
- Ability to lift 50 pounds and transport 20 feet.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to properly function in mentally stressful conditions.
- Exposure to environmental conditions ranging from wet and humid to cold and dry.
- Exposure to moderate noise levels in a general office atmosphere; exposure to noise levels ranging from quiet to very loud when in the field.
- Candidates who are Firefighter, Emergency Medical Technicians and/or Paramedic must meet the Physical Requirements of those job descriptions.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Fire Department Data Analyst

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.