



# Safety and Risk Manager

\$69,224 to \$109,858 annually



The Town of Hillsborough has an opportunity for a safety and risk manager to join the town's Human Resources Division. The position will plan, develop, coordinate, implement, maintain and manage the town's safety and risk management program and policies to ensure compliance with local, state and federal guidelines and a safe working environment for employees, residents and visitors.

## Posting Closing Date:

Complete applications are preferred by 11:59 p.m. Feb. 25.

## Apply Online:

See the Hillsborough Job Opportunities page at [www.governmentjobs.com/careers/hillsboroughnc](http://www.governmentjobs.com/careers/hillsboroughnc).

Complete the town application, supplemental questionnaire and résumé.

## Questions?

Contact Human Resources Manager Haley Thore

- [haley.thore@hillsboroughnc.gov](mailto:haley.thore@hillsboroughnc.gov)
- 919-296-9442

The Human Resources Division is a four-person team within the Hillsborough Administrative Services Department. The safety and risk manager will work closely with all departments to promote a safe working environment. Duties include:

- Developing safety policies and procedures and designing and conducting safety training to minimize financial loss and accidents.
- Managing and administering drug and alcohol compliance.
- Helping perform safety inspections, surveys and audits on town facilities and parks; preparing written reports of findings and recommendations for corrective or preventive measures identified; and following up to ensure measures have been implemented.
- Coordinating and chairing the town's safety committee.
- Conducting post-incident investigations and identifying possible incident causes and hazards for use in incident review.
- Managing property and liability and workers compensation insurance policies.
- Helping perform job safety analyses to minimize risks to employees.
- Planning and hosting an annual safety event and other safety related events and assisting with town-sponsored events.



**Town of Hillsborough benefits include:**

- 11 to 12 paid holidays per year, generous leave program including sick, vacation, bereavement, parental, civil, FMLA
- Employer-paid medical, dental, vision, life and short-term disability insurance
- Option to enroll in a high deductible health plan with town contributions, including seed money
- Participation in Local Government Employees Retirement System
- 401(k) supplemental plan with 5% town contribution
- Longevity pay plan and routine merit increases
- Employee Assistance Counseling Program
- Tuition reimbursement program
- Transfer consideration of sick leave from another North Carolina state or local government agency
- Cell phone stipend or phone
- Professional association membership dues, certifications, training, and related expenses

This position is exempt under the Fair Labor Standards Act. The Town of Hillsborough is an equal opportunity employer.



The safety and risk manager will work with all departments, including the Utilities Department and Public Works Division.

**Qualifications**

The safety and risk manager will need:

- Effective communication and relationship building skills
- Ability to analyze the town's current practices and procedures to make process improvements

**Education and Experience**

- Requires an associate's degree in safety and risk management and five to six years of related experience; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

**Licensure, Certification, and Specialized Training**

- Requires valid driver's license
- The following are preferred:
  - National park safety inspector certification
  - Trainer certification in occupational safety and health standards for general industry (OSHA 501)
  - Oral and urine collection drug testing certifications
  - Flagger instructor certification
  - Manager of environmental safety and health for public sector certification
  - Advanced safety certification

**Working Conditions and Physical Requirements**

- Must be able to operate a variety of machinery and equipment.
- Must be able to lift and/or carry weights of up to 100 pounds.