JOB DESCRIPTION

Coachella Valley Water District  Date: April 2003

TITLE: CLAIMS/SAFETY ASSISTANT  SECTION: ADMINISTRATION

DEPARTMENT: PURCHASING & CLAIMS  SRN 30:

REPORTING RELATIONSHIP:

Reports to: Supervisor, Claims & Purchasing

DEFINITION: Under general supervision, participates in developing and implementing comprehensive safety programs; makes inspections and recommends corrective actions of safety hazards; conducts safety training; investigates claims and accidents; prepares and maintains reports; completes related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Performs regularly scheduled or emergency safety inspections; recommends corrective actions of safety hazards and makes follow-up inspections to ensure compliance.

2. Participates in developing preventive injury and accident instructional training materials.

3. Provides on-site or classroom type training and instruction on a wide range of safety related matters such as first aid, equipment operation, safe driving, and other subjects.

4. Advises employees and supervisors on accident prevention and safety related matters, and conducts safety meetings on the requirements of the State Occupational Safety and Health Act and applicable Federal regulations.

5. Notifies employees of applicable hazardous materials, and inspects storage and usage of hazardous materials.

6. Investigates personal injury or vehicle accidents and prepares reports; reads reports of claims of accidents or injuries and inspects scenes of accidents, injury, and property damage.

7. Investigates claims for damages and prepares reports, reads reports of claims, and inspects scenes of claims. Make determinations as to fault.

8. Takes photographs and collects and preserves evidence as needed, reviews and analyzes accident and injury reports and reviews causes in order to prevent future occurrences.

9. May research, review, and process reports and legal papers concerning personal and property damage claims.

10. Interviews and corresponds with claimants, individuals, attorneys, and insurance representatives in order to provide data pertinent to a claim.
ESSENTIAL FUNCTIONS (Cont.):

11. May represent the department on safety and claims matters.

12. Will attend meetings of professional safety organization and the District safety committee.

13. Prepares and maintains training and other records.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

An instructor’s certificate in Cardiopulmonary Resuscitation issued by the California Heart Association, American Heart Association, or the American National Red Cross must be obtained within one year of the date of employment.

Experience: Two years of experience in accident investigation and claims reporting which included preparing interrogations, industrial engineering, safety engineering, occupational health and safety inspections, or loss prevention analysis. Related college level courses may be substituted for experience.

Knowledge of:
- Principles and techniques involved in conducting a well-rounded safety program.
- The Safety Orders of the Division of Industrial Safety of the State Department of Industrial Relations.
- The State’s Worker’s Compensation Laws.
- The Occupational Safety and Health Act and other state and federal laws relating to occupational health standards.
- Interpretation and application of legal descriptions.
- Principles of adult education.
- Basic computer programs (i.e. Excel, Power Point, Word)

Ability to:
- Investigate and analyze accidents and safety hazards, prepare corresponding reports, and effectively implement recommendations to correct.
- Detect unsafe conditions, equipment, and practices in a variety of different settings.
- Analyze situations accurately and adopt timely and effective courses of action.
- Develop and analyze accident statistics.
- Plan, organize, and implement a broad program of safety training.
JOB DESCRIPTION

Claims/Safety Assistant – Page 3

Education: High School Diploma or equivalent. College courses in industrial engineering, safety engineering, occupational health and safety, or closely related field preferred.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to the sites of claims, accidents, or to other District facilities. Driving: Moderate.

2. Operates a computer workstation and uses a telephone.

3. Walks to claim and accident sites over rough terrain. Will climb ladders and climb into trenches.

4. Will work outside in all types of weather conditions including wind, heat, rain, and dusty conditions.

5. Must be able to pass fitness exams related to wearing respirators.

See Human Resources for physical assessment form.

I acknowledge that this job description is an accurate representation of this position as of this date.

General Manager approval____________________________ Date_________