



**POSITION:** Risk and Loss Control Supervisor      **GRADE LEVEL:**  
**DEPARTMENT:** Facilities Administration/Risk      **FLSA STATUS:** Non-Exempt  
**REPORTS TO:** Administrative Services Manager      **DEPT NO:** 165

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### **POSITION SUMMARY**

This position is responsible for supervising the daily operations of risk management, safety, facility compliance, and loss prevention programs for the Association. This position is also responsible for facilitating the Associations workman's compensation and return to work program, fire prevention, physical security, employee safety program and incident reporting platforms (LPMS.) This position is expected to provide 24/7 availability for crisis, incident management, and emergency planning. This position reports to the Administrative Services Manager and Director of Administrative Services.

### **ESSENTIAL FUNCTIONS**

(The following statements are intended as general illustrations of the work in this job class and are not all inclusive for specific positions).

1. Conducts on-site reviews and audits of safety operations and facility conditions, identify workplace hazards, and provide recommendations to facilitate remediation and hazard mitigation.
2. Conducts incident investigations in the field for both members/guests and employees and identifies opportunities for improvement; maintains inspection reports and records and advises senior management of deficiencies and remedial/disciplinary efforts to improve deficiencies; assures that incident investigation findings are documented and tracked and assures completion of corrective actions.
3. Responsible for enforcing and monitoring company-wide risk management policies, procedures and processes in compliance with applicable laws and regulations.
4. Ensures that loss prevention systems and programs are fully operational, being regularly maintained, and properly utilized, including CCTV, alarms, locks, keys etc.; Monitors association building alarms and physical access software.
5. Supervises the risk/security staff and ensures the safe transport of Association money, documents, and inter-office mail.
6. Review loss information and provide information on trends.
7. Northwoods Clubhouse: Inspect building, ensuring fire access clearances/secures dumpster as needed. Secures offices and building on days when POTH is not open.
8. Processes workman's compensation reports once submitted by department managers, filing required documentation with our third party workman's compensation insurance provider. Assists with claim communications between the employee and workman's compensation insurance provider. Review workman's compensation claims to ensure all paperwork has been received from reporting department. Obtain copies of medical report/restrictions related to the claim. Track and populate files as claim progress with claim correspondence.
9. Complete the OSHA 300A annual report form and provide to the Director of Administrative Services.

10. Report safety related accidents and incidents at once to immediate supervisor for department.
11. Prepare, present and provide training programs related to regulatory compliance, health and safety.
12. Provide technical support to management and employees on all subject matter related to safety. Provides reports on a regular basis, and as directed or requested, to keep senior management team informed of the operation and progress of compliance efforts.
13. Monitors the performance of the compliance program by supervising the organizations facility inspection and audit program and taking the appropriate steps to improve effectiveness.
14. Inspects and permits Event Tent with Truckee Fire Protection District
  - a. Occupancy Signage
  - b. Fire Extinguisher
15. Conducts annual Fire Extinguisher inspections, recharges, and replacements.
16. Coordinate annual Ansul and Building Fire System inspections at all food and beverage outlets.
17. Perform daily courier and administrative support services
  - a. Daily pick up of deposits
  - b. Daily pickup and delivery of all interoffice mail
  - c. Daily change requests/tips payouts
  - d. Accompany Accounting Staff for ATM replenishments as needed.

### **JOB QUALIFICATIONS**

- Intermediate Computer Skills
- Good knowledge of OSHA, Skier Safety Act, and other applicable regulations
- Highly Effective written and verbal communication skills
- 3 to 5 years of relevant business experience
- Required possession of a Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.
- Current cardiopulmonary resuscitation (CPR), AED, and first aid certifications highly recommended.

These skills and abilities are typically acquired through the completion of an associate's degree from a two year college or trade school and five years' experience in risk management, with 1 to 3 years in resort management or an equivalent combination of formal training, education and experience which demonstrates the ability to perform all of the duties of the position.

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**WRITTEN BY:** Michael Edmonds

**DATE:** 05/12/2022

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## Working Environment-Risk & Loss Control Manager

Mark (X) the appropriate box for each of the following items which most accurately describe the extent of the specific activity performed by this position on a daily basis.

### Key:

**N (Not Applicable)**

Activity is not applicable to this occupation.

**O (Occasionally)**

Occupation requires this activity up to 33% of the time.

**F (Frequently)**

Occupation requires this activity from 33% - 66% of the time.

**C (Constantly)**

Occupation requires this activity more than 66% of the time.

### PHYSICAL EFFORT

#### Frequency:

1. Sitting
2. Standing
3. Walking
4. Bending over
5. Crawling
6. Climbing
7. Reaching overhead
8. Crouching
9. Kneeling
10. Balancing
11. Pushing or pulling

N	O	F	C
		X	
			X
			X
		X	
	X		
	X		
	X		
	X		
	X		
	X		

### PHYSICAL EFFORT (Continued)

#### Frequency:

12. Lifting or carrying
  - A. 10 lbs or less
  - B. 11 to 25 lbs
  - C. 26 to 50 lbs
  - D. 51 to 75 lbs
  - E. 76 to 100 lbs
  - F. Over 100 lbs
13. Repetitive use of hands/arms
14. Repetitive use of legs
15. Eye/hand coordination

N	O	F	C
			X
			X
	X		
	X		
	X		
	X		
X			
			X
	X		
	X		

#### Yes or No:

16. Driving cars, trucks, forklifts & other equipment
17. Being around equipment and machinery
18. Walking on uneven ground

Y	N
X	
X	
X	

### MENTAL EFFORT

#### Frequency:

1. Directing others
2. Writing
3. Using math / calculations
4. Talking
5. Working at various tempos
6. Concentrating amid distractions
7. Remembering names
8. Remembering details
9. Making decisions
10. Working rapidly
11. Examining/observing details
12. Discriminating colors

N	O	F	C
			X
			X
			X
			X
			X
			X
			X
			X
			X
			X
			X

### ENVIRONMENTAL FACTORS

#### Frequency:

1. Inside
2. Outside
3. Humid
4. Hazards
5. High places
6. Hot
7. Cold
8. Dry
9. Wet
10. Change of temp
11. Dirty
12. Dusty
13. Odors
14. Noisy
15. Working w/others
16. Working around others
17. Working alone

N	O	F	C
			X
	X		
	X		
		X	
	X		
	X		
	X		
		X	
		X	
	X		
	X		
	X		
			X
			X
			X
			X
	X		

Tahoe Donner Association has reviewed this job description to ensure that the essential functions and basic duties have been included. All items listed above on the Working Environment Addendum are considered to be essential functions of the position. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Management reserves the right to revise the job description when circumstances of the position change.