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| Job Title (Exempt Position) | Director of Risk Management |
| Department | Administration & Finance |
| Reports to | VP of Finance & Administration |
| Grade | 618 |

Job purpose

Responsible for the overall creation, enforcement and management of CDTA's safety and security programs for all operations, properties and facilities as well as the Worker's Compensation program, including claims and investigations. The position works with others to represent CDTA's interests in matters involving safety, security, accident and liability claims involving property, equipment, services, vehicles, employees, customers and the community.

Duties and responsibilities

- Identify and evaluate safety and security risks relating to CDTA's operations and facilities; assess and improve operating practices and procedures to protect employees, facilities, equipment, revenue and the general public. Provide and implement recommendations to minimize safety and security risks. Develop operating and capital budgets pertaining to safety and security programs and equipment.
- Act as a liaison and maintain collaborative working relationships with law enforcement agencies and community stakeholders. Confer regularly with local law enforcement on confidential safety and security matters.
- Administer the Workers' Compensation program. Analyze and investigate lost time to assess appropriate case management and actions with department managers. Develop programs and procedures to minimize accidents in the workplace
- Provide reports on performance, represent company at hearings and court proceedings as necessary, conduct claims reviews with Third Party Administrator (TPA), and make recommendations for program improvements. Working with CDTA's TPA and counsel, investigate and prosecute fraudulent claims.
- Investigate employee incidents pertaining to and affecting safety and security; working with legal counsel, provide testimony in disciplinary hearings and court proceedings, as necessary.



- Responsible for system security including investigation of incidents and development and maintenance of system security and emergency response plans; develop, implement and conduct training programs to enhance safety and security for CDTA employees, customers and facilities; evaluate and assess CDTA's current and future use of technology to support safety and security measures.
- Provide security support for CDTA rail facilities; conduct security assessments; coordinate station security committees; liaison with law enforcement agencies, security firms, etc.
- Provide risk management support to other departments as necessary; frequent contact with outside agencies (law enforcement, municipal officials, insurance brokers, attorneys) to obtain and provide information to resolve risk management issues.
- Respond to safety and security incidents, direct investigation and secure evidence for use in court proceedings and hearings. Required to carry a cell phone for response/presence at emergency situations involving threats to safety and security.
- Perform special assignments as necessary.

Qualifications

- Strong leadership, communication and organizational skills
- Knowledge of Worker's Compensation issues
- Knowledge of safety and security issues; risk identification and mitigation
- Investigative skills, preparation of detailed and comprehensive reports
- Experience working with unions, knowledge of due process and disciplinary issues
- Knowledge of Capital Region geography and population, specifically urbanized areas
- Ability to work independently
- Bachelor's degree in Business Administration or related program Minimum 10 years' direct experience in large-scale organization directing safety and security efforts, investigation, risk identification/mitigation and training; 5 years' management/supervisory experience in a large-scale organization.

Working conditions

Combination of office and field.

Direct reports

Safety and Training Department (Safety Manager)

