

Anoka-Hennepin Independent School District #11
Job Description

Title: Coordinator for Maintenance, Risk Management, and Insurance
Department: Operations
Reports to: Chief Operations Officer
Prepared Date: July 2016

SUMMARY OF RESPONSIBILITIES

Responsible for the implementation of the district's risk management and insurance programs and coordinates property protection and maintenance.

DUTIES AND RESPONSIBILITIES

Risk Management/Insurance/Property Protection

- Administer and manage commercially insured programs including property, general liability, school board errors and omissions and crime; identify and evaluate needs for coverage and risk control.
- Assist in identification of risk exposure and potential loss for the district, and make recommendations to the schools for reducing risk exposure and loss.
- Compile, consolidate and analyze underwriting data; prepare underwriting submissions.
- Formulate and coordinate claims management practices and procedures throughout the district; develop cost containment programs and monitor their effectiveness.
- Provide technical expertise on insurance, bonding, Work Comp and other risk management issues.
- Assist in implementation of loss control and safety programs.

Maintenance

- Serve as initial contact for reporting maintenance/repair emergencies district-wide.
- Dispatch appropriate buildings and grounds specialist or outside vendor to sites.
- Serve as a communication conduit on any emergencies affecting the daily operation and safety of the building.
- Administer /oversee building and grounds management systems including generating, assigning, documenting and closing all work orders and preventative maintenance items.
- Develop reports and maintains databases as requested by supervisor.
- Serve as initial contact for all buildings and grounds testing/inspections
- Serve as vendor contact and process all add, change orders, coordination of upgrades and maintaining equipment.
- Coordinate and schedule summer preventative maintenance for all kitchen equipment.
- Assist maintenance supervisor with new vehicle purchases.
- Conduct other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in related area or two years related experience and/or training or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of property/casualty insurance coverages.

Expertise in claim handling including investigation and documentation.

Ability to communicate with all stakeholders.

Strong analytical and problem solving skills.

Ability to work well with large and diverse teams.

Ability to work under pressure and in emergency situations.

Experience creating work breakdown structure - translate requirements into tasks.

Experience with project management practices and tools to create, manage, and track project performance, cost, verify scope.

Ability to multitask and attention to detail.

Proficient technology skills and database management systems.

Reading and interpreting documents/blueprints/contracts.

Ability to work independently to meet multiple timelines/project requirement.

Ability to maintain regular attendance, which includes completing an assigned day.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

PREFERRED QUALIFICATIONS

Computer software experience preferred. Background in insurance / risk management preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.