



## Texas Political Subdivisions Joint Self-Insurance Funds Job Description

**Title:** Loss Control Representative  
**Position ID:** 510382  
**Department:** Loss Control  
**Reports to:** Director of Loss Control  
**FLSA Designation:** Exempt

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### **SUMMARY:**

Responsible for assisting Member public entities with their loss control, risk management, and safety training needs.

### **ESSENTIAL FUNCTIONS:**

- Conduct on-site loss control evaluations.
- Develop, organize, and conduct on-site and virtual safety training.
- Investigate and analyze risk exposures and loss histories across all lines of coverage (property, casualty, workers' compensation).
- Develop and maintain service plans tailored to meet Member's safety needs.
- Efficiently manage assigned territory.
- Maintain an open line of communication with Members, brokers, and agents.
- Promptly respond to loss control and risk management questions from Members, brokers, and agents.
- Assist the Director of Loss Control as needed.
- Assist with other duties as necessary.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree.
- A minimum of three years experience in insurance-based loss control/safety.
- Excellent computer skills including knowledge and experience using Microsoft Office products.
- Excellent communication skills and the ability to effectively work with people.
- Positive and team-oriented attitude.
- Valid Texas driver's license.
- Continued progress toward education and industry-associated designations (ARM, CSP, etc.).

### **CORE COMPETENCIES:**

- Strong analytical skills and problem-solving skills.
- Advanced organizational and project management skills.
- Ability to handle multiple tasks in an organized and timely manner with little or no direct supervision.

- Ability to multi-task
- Able to issue understandable, professional correspondence communicating loss control findings and recommendations.
- High attention to detail.
- Customer service focused.
- Ability to maintain regular and punctual attendance.

## PREFERENCES:

- Experience with safety hazards using the following codes or standards: Uniform Building Code, Life Safety Code, National Fire Code and OSHA Safety Standards.
- Experience performing loss control for public entities (especially schools).
- Certifications such as ARM, CSP, etc.
- Familiarity with the Texas Tort Claims Act and how that impacts Public Entity risk exposure.

## CONDITIONS OF EMPLOYMENT:

- Must pass a background check, including a Motor Vehicle Records check.

## PHYSICAL REQUIREMENTS:

*Overall Strength Demands:* The ***bold and italicized*** word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- Sedentary – lifting no more than 10 pounds
- Light – lifting no more than 20 pounds; carry up to 10 pounds
- ***Medium – lifting no more than 50 pounds, carry up to 25 pounds***
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

*Physical Demand Codes:* The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for “how often”:

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: **M**
2. Sitting: **M**
3. Walking: **M**
4. Lifting: **I**
5. Carrying: **I**

6. Pushing/Pulling: **A**
7. Overhead Work: **N**
8. Fine Dexterity: **I**
9. Kneeling: **A**
10. Crouching: **A**
11. Crawling: **N**
12. Bending: **I**
13. Twisting: **I**
14. Climbing: **I**
15. Balancing: **A**
16. Vision: **E**
17. Hearing: **E**
18. Talking: **E**
19. Video Display: **E**
20. Other:

*Machines, Tools, Equipment and Work Aids:*

The essential functions of this position require the daily use of **telephone, copier/scanner, and personal computer/laptop.**

*Environmental Factors:*

The essential functions of this position are performed in a multitude of **environments, including heat, cold, wind, elevation, and office settings.** **Traversing uneven terrain and climbing** may be required from time to time in order to access property and facilities for evaluation.

This is a **hybrid** position that will require some time in the office on a regular basis but the majority will be **work from home.**

This position requires frequent travel (up to 50%) within the assigned territory in Texas.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.***

***ADA/EOE/ADEA***

**Effective Date: October 1, 2024**

**Revision Date: October 1, 2024**