



POSITION DESCRIPTION

LOSS CONTROL CONSULTANT

Department: Risk Control Services

Reports To: Department Manager

Location: Chicago

FLSA: Exempt

Revision Date: January 26, 2007

POSITION OBJECTIVE

Identifies and evaluates exposures and potential risks within the operating structure of business operations and makes recommendations for alterations and corrections to prevent resulting loss of assets. Assists in developing programs and/or materials required to achieve successful implementation of recommendations.

ESSENTIAL DUTIES

1. Travel to sites to identify and evaluate the physical conditions and practices of prospective and current businesses; report findings to Producer and others, as needed.
2. Make recommendations for remedying any hazardous condition, practice, or potential loss causing circumstance to comply with appropriate codes and standards.
3. Communicate and distribute safety, hazard preventing, and loss control information to coworkers.
4. Work with Risk Managers to plan and direct safety programs.
5. Develop, implement, and monitor a loss control service plan in compliance with standards set by the client.
6. Understand, evaluate, and interpret insurance company and insurance broker recommendations.
7. Analyze and interpret from loss histories provided.
8. Meet regularly with Risk Management and Human Resource personnel.
9. Participate with Producer, Unit Manager, and other associates in the presentation of insurance proposals.
10. Provide training regarding critical safety measures and guidelines to coworkers.
11. Keep informed on current development of federal and state safety laws likely to affect clients.

OTHER RESPONSIBILITIES

1. Prepare written correspondence, analyses, reports, and memos as needed.
2. Accumulate required continuing education credits to maintain current certifications.
3. Make a positive contribution to customer satisfaction and constantly strives to improve service to customers.
4. Communicate in a positive manner to contribute to a cohesive, pleasant work environment.
5. Protect the confidentiality of information learned by performing the duties of the position.
6. Respond in a timely manner to the requests and needs of clients and Lockton associates.
7. Attend staff meetings, department meetings, education workshops, and social functions.
8. Perform other work-related duties as assigned.

QUALIFICATIONS

1. Bachelor's degree in an engineering, occupational safety and health program or equivalent education and/or experience required.
2. General working knowledge of commercial property/casualty insurance required.
3. Previous carrier/broker loss control experience desired.
4. Working knowledge of Occupational Safety and Health Administration regulations and other work-related legislation required.
5. Must have the ability to make oral presentations and provide instruction to large groups of individuals, alone and as a team member.
6. Must have the ability to design, author, or create written materials that support loss control efforts.
7. Proficiency in the use of Microsoft Word and Excel required; PowerPoint desired.
8. Must have above-average verbal, written, and interpersonal skills to interact with associates at all levels of responsibility, along with the ability to communicate with tact and diplomacy.
9. Must have the ability to travel by automobile and aircraft, and stay more than one day and night.