

# **Loss Control Services Associate – Local Government Insurance Trust**

## **Who We Are**

Local Government Insurance Trust (LGIT) is a member-owned association authorized by state law, wholly owned and managed by its local government members. LGIT's main purpose is to provide joint self-insurance programs or pools for towns, cities, and counties in the state of Maryland. The concept is simple - rather than paying premiums to buy insurance from an insurance company, local governments contribute those premiums into a jointly owned fund. The money in that fund is used to pay for the members' claims, losses, and expenses. LGIT is an equal opportunity employer.

Individuals interested in applying for this position should send a resume to [jobs@lgit.org](mailto:jobs@lgit.org).

## **Duties and Responsibilities**

Job responsibilities include but are not limited to the following functions:

- Conduct hazard surveys at insured locations
- Conduct pre-coverage surveys for both liability and property and estimate real property valuations as to RCV and ACV
- Maintain documentation of surveys, training, and other service activity through written reports
- Inform underwriters of any additions, renovations of property, and content schedules based upon field and member visits
- Investigate losses to identify future loss prevention possibilities
- Provide claims adjustment support
- Assist in developing guidelines for property, liability, and risk management programs
- Assist in the ongoing development and management of the Insurance Risk Management Manual and Guidelines
- Provide members with information on risk management related issues through LGIT publications
- Communicate with members through reports, letters, newsletter articles, informational bulletins, meetings, and presentations
- Review construction and renovation projects to identify potential areas of liability for members
- Assist in the development of safety training programs
- Conduct safety training programs for staff and members
- Write reports as needed
- Support the team with high level evaluations, business insights and reporting
- Ability to travel – some overnight trips required
- Perform other duties as assigned

## **Competencies**

- Demonstrated ability to retrieve and enter information using various proprietary software applications and create/modify documents and spreadsheets using Microsoft Office Suite

- Public speaking, ability to present oneself in a professional and appropriate manner when interacting with LGIT's members
- Able to work independently and collaboratively
- Effective communication skills
- Flexibility to travel within the state of Maryland

### **Desired Skills**

- Ability to Learn and Follow Procedures
- Ability to Manage Complexity
- Coaching
- Decision Making
- Developing and Maintaining Relationships
- Influencing Skills
- Information Management Skills
- Interpersonal Communication
- Job-Specific Knowledge
- Planning and Organizing
- Presentation Skills
- Problem Analysis
- Service Orientation
- Time Management

### **Education, Experience, and Licensing**

- Bachelor's degree in safety management, risk management and insurance, business management, or related field and one year of safety or property/casualty insurance experience; or
- Associate degree in risk management, business or related field and two years professional experience in safety or property/casualty insurance
- ARM certification or willingness to obtain ARM certification
- Valid driver's license and good driving record required

### **Physical Demands**

- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms
- The employee is frequently required to stand, walk, stoop, kneel, crouch, crawl, climb stairs, and climb ladders
- The employee may occasionally lift up to 50 pounds
- Specific vision abilities are required, which includes close vision, peripheral vision, and the ability to adjust focus

### **Salary Range**

- \$57,500 – \$67,500 per year – based upon experience
- Annual Bonus Available
- Annual Raises Available

## **Benefits**

- 401(K) – Employer funded after one year of employment
- 457 Plan – Self-funded
- Paid Leave
- Health Insurance
- Dental Insurance
- Vision Insurance
- Employee Assistance Program
- Flexible Spending Account
- Professional Development Assistance
- Tuition Reimbursement

## **Schedule**

- 7.5-hour daily shift – core operating hours 8:30 a.m. to 5:00 p.m.
- Monday to Friday