

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.

Interested applicants should submit a resume to 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 achieve 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