



"Inspiring a Vibrant Community"

The City of Cottonwood is seeking applicants for:

Risk Management and Safety Specialist II

Inspiring a Vibrant Community

cottonwoodaz.gov

Compensation and Benefits

This is a non-exempt, full-time, classified position with full benefits. Hiring range (23) is \$23.60 — \$29.50 per hour. Full long term range of position is \$23.60 - \$35.40 per hour.

The City of Cottonwood offers an extensive benefit package that includes:

- Enrollment in the Arizona State Retirement System
- Medical and Dental coverage paid at 100% for the employee on most plans and a partial percentage for dependent coverage
- Vision coverage (optional at your expense)
- Optional Health Savings Account (HSA) with employer contributions
- Group term life insurance amounting to the annual salary plus \$50,000
- Generous vacation and sick accrual rates
- Twelve paid holidays
- Optional deferred compensation plans (457b)
- Employer-paid [Cottonwood Recreation Center](#) membership for employee and discounted memberships for household members
- Qualifying employees who choose to purchase a home in the Verde Valley are eligible for down-payment loans up to \$15,000 after one year of employment . See flyer [here](#).

[Access our full benefit packet here.](#)

Description:

Under general supervision of the Human Resources Director, participates in the development, implementation, and administration of City-wide risk management and safety programs. Documents and supports organizational compliance with risk and safety policies and procedures. Activities include, but are not limited to, loss prevention, risk assessment, claims, policy and procedure development, identifying and minimizing risks and safety hazards, training, and other pro-gram areas as identified or assigned.

Access the full job description [here](#).

Closing Date: November 18, 2022

First Review: October 31 2022

Posting Date: October 10, 2022



THE CITY OF COTTONWOOD, ARIZONA



Physical Requirements:

This classification is mainly in an office environment but is also required to conduct physical field work regularly. Must have sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, permitting the employee to communicate effectively orally and in writing; sufficient vision or other powers of observation, with or without reasonable accommodation, permitting the employee to evaluate safety risks and investigate industrial accidents; sufficient manual dexterity with or without reasonable accommodation, permitting the employee to test equipment and evaluate risks; sufficient personal mobility and physical reflexes, with or without reasonable accommodation, permitting the employee to work at various job sites under varying conditions. Must be able to travel to other City office and field locations as required.

Minimum Qualifications:

A bachelor's degree from an accredited college in Risk Management, Occupational Safety, Human Resources, Public or Business Administration, or related field and two-years' experience in risk management, safety and/or training or any combination of education and experience demonstrating the ability to successfully learn and fulfill the required knowledge, skills, and abilities of the position. Work experience, especially within a public agency, is highly desirable. Must have, or be able to obtain upon hire, a valid AZ driver's license.

City of Cottonwood

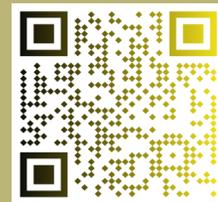
The City is focused on providing excellent customer service to the citizens and businesses of our vibrant, small-town community. Our staff works to create a culture of progressive learning, mentorship, innovation, and positivity which results in engaged employees who facilitate positive connections with our community.

About the Area

Cottonwood, *The Heart of Arizona Wine Country*, is located in Arizona's Verde Valley, is home to approximately 12,000 residents, and services the greater Verde Valley population of about 40,000. Its 3,300 ft. elevation, mild climate, and natural amenities—such as the Verde River—combine to make Cottonwood an ideal place to live, play, and work.

How to Apply

Apply online at cottonwoodaz.gov/600/ Employment-Opportunities.



Additional information & a complete job description are available at the City of Cottonwood Human Resources Office, 821 N. Main St., Cottonwood, AZ 86326, or on the City website. Phone 928-340-2717. EOE/ADA.

Questions? Contact us!

Human Resources
ecarter@cottonwoodaz.gov
928-340-2717

