



IVGID JOB ANNOUNCEMENT

IVGID is currently accepting applications for a **Safety Specialist**. This is a full time, year round, salaried (exempt) position with the Human Resources team.

Compensation: \$2,822- \$3,386 bi-weekly salary, DOE/DOQ (\$73,364 - \$88,037 annual)

Benefits: Medical, Dental, Vision, Prescription insurance
Short-Term/Long-Term Disability insurance
Deferred Comp (457b) and Pension (401a) Retirement Plans
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Twelve paid holidays
Recreation & Food Discount privileges

How to Apply: Create a profile, submit an online application (attach resume) at www.yourtahoeplace.com/jobs
In-person drop-off application (with resume) to the Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).
jobs@ivgid.org 775-832-1100

Internal Deadline OPEN UNTIL FILLED
To Apply: *We are an Equal Opportunity Employer*

Date Posted: 08/22/2025

SUMMARY

Supports the day-to-day activities involving District-wide risk management, insurance and safety programs designed to analyze and administer various components of the safety and security programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following.
Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to customers and business partners.
2. Supports the internal safety program to ensure compliance with Federal Occupational Safety and Health Administration standards and State agencies and District Policies. Works directly with staff in multiple venues to support employee safety training, follow up on safety committee monitoring observations, incentive programs, etc. Conducts or organizes all seasonal and orientation employee safety training, and coordinates Safety Week.
3. Participates in Risk Assessments including analyzing and classifying risks as to frequency and potential severity, monitoring and measuring efforts to promote minimizing the affects of risk on work capacity at the District.
4. Communicates why accidents happen and promotes appropriate techniques to minimize loss through avoidance, prevention and reduction, and transfer of risk. Develops and provides training on behavior and techniques to avoid accidents District-wide.
5. Prepares operational and risk reports for employee and management analysis; creates and maintains a variety of spreadsheets, matrixes, forms and templates.
6. Provides or supports venue training on proper processes and use of tools and equipment for a safe working environment.
7. Inspects all District facilities annually to ensure compliance with fire codes and standard safety programs; notes any areas requiring attention and follows up to ensure correction.
8. Prepares Federal Occupational Safety and Health Administration, State of Nevada and District Insurance Agency reporting forms.

9. Seeks compliance assistance from an appropriate resource, when appropriate knowledge or resources are not readily available.
10. May be required to travel to attend seminars and conferences to keep up to date on issues, trends and required compliance with laws.
11. May be required to attend various venue or employee committees to advocate safe processes.
12. Assists in the development of risk management including safety in the personnel policies in compliance with Federal, State and District legal requirements.
13. In conjunction with Human Resources, manages the District's Volunteer program, ensuring it is compliant with applicable state and federal regulations.
14. Serve as the District Liaison to assist residents with potential insurance claims related to issues such as hazardous trees, water line breaks, and other property concerns.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (BA) in Business Administration, Public Administration or related field; Associate Risk Management Certificate preferred; and three years experience in supporting risk management programs for a public entity; or equivalent combination of education and experience. Knowledge of pool insurance and loss prevention programs is helpful. Direct experience in computer publications and a working knowledge of technology communication systems is required.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from employees, customers, regulatory agencies, or members of the community. Ability to write presentations and articles for publication that conform to prescribed style and format. Ability to effectively present information to employees, management, public groups, civic leaders and the Board of Trustees. The duties and responsibilities of this position necessitate the use of a cellular phone for District business reasons.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply mathematical operations to such tasks as frequency distribution, variance analysis and correlation techniques for forecasting risk, budget administration, assignment of risk categories, etc.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. Possess or obtain an Associate in Risk Management (ARM) certificate within a mutually agreed upon timeframe with supervisor. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS AND ABILITIES

Good organizational, administrative, staff planning, analytical and customer service skills; computer skills for word processing, spreadsheets, and desktop publishing/graphics applications; strong oral, written and presentation skills; ability to maintain composure in emergency or crisis situations; and ability to ski all levels of terrain.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and climb or balance. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually moderate.