



## **Job Description – Risk Manager**

**Reports to:** CFO  
**FLSA Status:** Exempt

### **Job Summary:**

The Risk Manager (RM) is responsible for managing all aspects of risk management, including compliance and administration of insurance programs. Assists CFO on contractual and subcontract terms and language, identifies liability exposure and recommends mitigation and appropriate risk allocation strategies. The Risk Manager works in collaboration with the safety, legal, pre-construction and operations departments to implement policies and procedures that protect KCC assets and minimize liability exposures.

### **Job Scope and Essential Functions:**

#### ***Responsibilities:***

- Manage day-to-day interaction between all project participants, brokers and insurers related to risk management and insurance
- Support project teams as needed for sound risk management decisions when issues arise
- Manage all aspects of contract review as it relates to insurance and other risks including coordination of contract review with CFO or outside counsel.
- Review requirements, verify insurance coverage compliance and provide cost estimate to pre-construction for all new proposals and projects
- Work with project coordinators, CFO and client/owner insurance representatives to ensure proper placement and coordination of any project specific insurance policies
- Analyze and understand all policy coverages, insurable risks and potential risk mitigation opportunities. Interact with teams to ensure coordination between project activities, exposures, and appropriate insurance coverage
- Review and analyze loss control and trending reports, and coordinate with safety team to develop appropriate action plan. Conduct risk assessments and make recommendations for managing risks
- Work with project coordinators to address and resolve non-compliant and expiring subcontractor and KCC insurance certificates. Work with project coordinators to ensure the proper tracking of insurance certificate records and monitor subcontractor's insurance
- Work with CFO to manage bonding program and subcontractor bond requirements
- Manage Master Builders Risk program and work with CFO on Subcontractor Default Insurance program
- Coordinate reporting of any claims, summons and complaints to send to broker and insurance companies and work with insurance carrier, adjustors and attorneys to administer claims
- Organize and coordinate depositions and discovery documentation when required
- Attend claims meetings and assess loss control measures with safety team
- Lead the effort in compiling data, soliciting, evaluating and making recommendations to CFO regarding annual business insurance renewal for all lines of coverage
- Keep up to date on relevant construction insurance industry trends, products, coverages, regulations, laws and pricing

Risk Manager  
Page 2 of 2

***Role Competency:***

- Teamwork: assess, recommend and provide information and guidance to safety, legal, operations and pre-construction teams regarding liability and risk issues; training of KCC Associates on insurance coverage and risk issues
- Knowledge: substantial understanding of and competence with construction insurance programs; managing and administering claims; contract and subcontract language and other contractual risk transfer and mitigation
- Accuracy: excellent organizational, analytical, interpersonal, time-management and written and oral communication skills; attention to detail and follow-through
- Integrity: high level of professionalism and confidentiality

***KCC Core Values:***

- Reputation
- Teamwork
- Caring
- Do The Right Thing
- Whatever It Takes
- Fun

***Qualifications:***

- Bachelor's degree in Insurance, Risk Management, Business or related field
- Construction experience in risk management role required (minimum 5 years)

***Technology Skills:***

- Microsoft Office Suite
- Insurance industry software (recommended)
- AIA Contract Software (recommended)

***Physical Demands:*** is capable of sitting for extended period of time at desk and working on the computer

***Working Conditions:*** 100% office environment however, capability to visit project sites when necessary