



**IDENTIFICATION**

Department	Position Title	
Finance	Loss Control Specialist	
Position Number(s)	Community	Division/Region(s)
15-11175	Yellowknife	Accounting Services/HQ

**PURPOSE OF THE POSITION**

The Loss Control Specialist is responsible for the development, delivery and monitoring of the Loss Control and Property Appraisal programs, involving all lines of risk and hazard exposure for all Government of the Northwest Territories (GNWT) departments, boards, agencies and related entities (clients), in all NWT regions and communities.

**SCOPE**

The Loss Control Specialist (Specialist) is located in Yellowknife and reports to the Manager, Risk Management and Insurance. The Specialist manages and coordinates the Loss Control Program for fixed assets (property) and program activities, and provides technical expertise and guidance regarding loss control and prevention to all clients. The position manages the delivery of property appraisals of high value assets and is the main point of contact with the GNWT's insurers for all loss control programs, including facility inspections, and the maintenance of the insured and self-insured fixed asset inventory.

The Specialist serves as the Department's expert resource for all loss control issues affecting all GNWT property exposures, the ongoing documentation and maintenance of the GNWT's insured and self-insured fixed asset inventories and the accurate communication of those program results to all clients and to the GNWT's insurers. The position is responsible for the identification of loss control deficiencies and the delivery of effective loss control programs, including client education and training, to address actual and potential deficiencies on either a targeted or territory-wide basis, that will facilitate the reduction of loss for both property and program activities; reduce claims by third parties; and promote best practices for life safety, construction, building maintenance and program activities.

The position works with a wide range of client partners involved in projects, construction and facility maintenance; life protection specialists, industry subject experts, and insurers.

This work requires familiarity with, and regular reviews of, territorial and federal legislation, standards and building codes (National Fire Code, National Fire Prevention Act, National Building Code, Canadian Standards Association, National Aviation Acts and policies, etc.), occupational health and safety (OHS) requirements, GNWT insurance policy and organizational policy requirements, and industry best practices, to ensure ongoing compliance, in order to identify emerging risks, hazards and solutions.

The GNWT's insurance program provides risk management, claims administration, loss control services and insurance coverage for over 1,800 fixed assets, 300 of which are valued at over \$1Million; over 75 leased properties, properties of GNWT agents and related entities such as the NWT Housing Corporation, Aurora College and the Health and Education Authorities. Total insured values exceed \$3.0Billion. The program includes liability insurance for over 1,400 vehicle assets, airports, marine assets and other specialized programs. Loss control and property appraisal services are provided offsite and through onsite visits to every community on a 2 to 3 year rotation, requiring 5-10 community visits each year, and 7 to 10 facility inspections per community.

The position administers a budget of \$150,000 dedicated to loss control administration costs and property appraisals. Recommendations to client agencies regarding loss control deficiencies may impact their budgets in addressing critical issues.

## **RESPONSIBILITIES**

- 1. Plans, organizes and conducts the Loss Control Inspection Program, in coordination with GNWT insurers and client stakeholders, to ensure risks to property, safety and program activities are identified and addressed, to maintain the GNWT's favourable insured property rating and to comply with Insurer's policy requirements.**
  - Conducts inspections independently and with GNWT insurers, of GNWT fixed assets, (including schools, health facilities, playgrounds, tank farms, multi-resident and senior facilities), to identify risk exposures, environmental, liability and occupational health and safety issues.
  - Produces reports for clients, management, and insurers identifying deficiencies, recommending solutions, tracks responses and provides notice to the appropriate authorities (Fire Marshal, Electrical, Boiler, Gas and Safety inspectors) where deficiencies of a critical nature arise.
  
- 2. Develops and evaluates loss control strategies for clients to mitigate risks and reduce the frequency and severity of losses.**
  - Writes, reviews and monitors loss prevention strategies, policies, procedures, guidelines and programs in consultation with clients, insurers and subject experts.
  - Analyses loss and claim reports in consultation with the Manager and Senior Risk Management Analyst to identify code violations, similar exposures (i.e., chained exit

doors in public buildings), or causes of loss that would benefit from special projects that could reduce the risk of loss and exposure to liability.

- Develops project plans, specifications, cost estimates and schedules, prepares Request for Proposals and manages special projects addressing new issues outside the resources of the position or the Section.
- Provides loss control, hazard and exposure training and education to clients through meetings, workshops and resource material to raise recognition and control of risk exposures.
- Researches emerging issues (mould, asbestos, radon gas, lead, playgrounds, water quality) and best practice solutions.

**3. Provides advice, recommendations and communicates insurers' requirements for all fire protection, suppression, and detection systems and components of GNWT facilities.**

- Reviews planned installation of fire protection, suppression, and detection systems in client facilities, and conducts inspections to ensure new construction and renovation projects comply with applicable industry best practices and insurance company standards to improve fire safety and reduce risk to persons and property.
- Monitors sprinkler and alarm system servicing, testing, and maintenance in client facilities through client engagement and unscheduled spot checks.
- Manages the Fire Protection System Impairment Notification Program, which includes fire watch requirements during sprinkler and alarm system outages to ensure buildings are protected.
- Provides notice to insurers regarding outages, deficiencies, and return to service as a condition of the GNWT's property insurance policy terms.

**4. Provides support in the management of the Section's fixed asset inventory, which forms the insured and self-insured property submission to the GNWT's insurers.**

- Researches and updates building details (size, construction materials, fire protection, estimated replacement value, photo library) to prioritize loss prevention inspections.
- Ensures that an accurate list of assets is used for exposure analysis and insurance purposes.
- Monitors new construction and renovation projects and updates inventories.
- Plans and manages the Property Appraisal Program, including preparation of an RFP for professional appraisal services to obtain current replacement cost values of assets to ensure the cost effective purchase of insurance.

**5. Provides support for incident and claims investigations and with results interpretation to the Section's insurance claims administrator and GNWT insurers.**

- Investigates specific incidents as required by the Manager.
- Researches and analyzes results and provides interpretations and recommendations based on applicable legislation, regulations, GNWT policy, and insurance policy conditions.
- Incorporates results into loss control inspection, special projects, and property appraisal requirements, where required.

6. Represents the Department on interdepartmental facility risk management committees, participates in the delivery of fire education promotions with the Office of the Fire Marshall and Co-Chair Department Occupational Health and Safety Committee.

## **WORKING CONDITIONS**

### **Physical Demands**

Inspections may be in confined spaces in awkward positions for extended periods of time. Inspections occur during loss control and appraisal visits, approximately 10-15 times a year.

### **Environmental Conditions**

Some exposure to a variety of temperatures and weather, hazardous substances, toxic or unpleasant fumes, loud noise, dirt, and dust occurs during loss prevention inspections.

### **Sensory Demands**

During inspections, focused observation and attention to detail, with attention to abnormal visuals, sounds and smells is required.

### **Mental Demands**

Travel in small aircraft is required up to 10 times a year. Accommodation options may be limited when travelling to smaller communities.

The position encounters changing priorities, tight deadlines, and attention to detail during critical loss control issues and claims investigation support. The nature of inspections and investigation can result in unpleasant or confrontational situations with employees, agents, third parties and/or claimants.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and ability to interpret and apply relevant NWT Acts and Regulations, National Building Code, National Fire Prevention Act, and other building, safety and fire codes and standards, including WSCC Confined Space protocols and Occupational Health and Safety requirements.
- Knowledge of relevant GNWT policies and procedures, loss control and loss prevention theory.
- Knowledge of building construction types, materials, and fire ratings.
- Knowledge of playground safety inspection criteria (candidate will be required to obtain their playground inspector certification)

- Knowledge of fire detection and suppression systems, alarm systems, security protection systems and their installation.
- Knowledge of NWT community conditions, resources and challenges.
- Effective written, non-verbal and verbal communications skills.
- Strong interpersonal skills.
- Problem solving skills to identify critical loss control issues.
- Organizational and time management (priority-setting) skills.
- Ability to interpret Acts and Regulations, Directives, Departmental policies and procedures, collective agreements and various manuals to evaluate the government's exposure to risk and develop strategies for managing risk.
- Ability to develop and maintain effective working relationships with external and internal stakeholders.
- Ability to develop and express analyses, ideas, concepts and recommendations to professionals and lay people in a clear, concise manner using appropriate verbal, written and graphic means, including direct training of clients;
- Ability to influence clients to observe the provisions of the NWT Acts and Regulations, National Building Code, National Fire Prevention Act, and other building, safety and fire codes and standards, GNWT policies and procedures and sound loss control practices through the proper use of tact, persuasion or enforcement procedures as appropriate
- Ability to work independently and collaboratively.
- Ability to use specialized equipment used in conducting loss control inspections such as measuring tools, and an Infrared Camera

**Typically, the above qualifications would be attained by:**

Completion of a Fire Prevention Engineering Technology, Risk Management or Loss Control Program or other relevant program; or experienced journeyman with broad construction experience and other relevant training from a recognized college.

4-5 years of related experience is required.

Specific National Fire Prevention Act training or Playground Inspector certification would be assets.

Equivalent combinations of educational qualifications and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Indigenous language:** Select language

Required

Preferred