Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Loss Control/Safety Administrator

JOB CODE	JOB FAMILY	PROFILE
JCM321	**Risk/Claims Management**	**Loss Control/Safety Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**February 13, 2026**

The Loss Control/Safety Administrator manages and supervises personnel responsible for safety and loss control programs. This position assists with budget preparation and other management duties and serves as the administrator for claims and safety databases. The Administrator ensures accurate data for regulatory recordkeeping, monitors OSHA training requirements, tracks costs, and generates reports. They recommend software upgrades as needed and analyze property/casualty loss reports, workers' compensation reports, and safety data. The Administrator recommends and implements loss control and safety programs to reduce or avoid potential County liabilities, including workers' compensation, tort claims, and law enforcement-related risks. Employee supervision includes hiring, training oversight, performance evaluation, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Manage and supervise personnel responsible for County loss control and safety activities.
- Assist with budget preparation, personnel evaluation, disciplinary actions, and other management duties as delegated by the Department Director.
- Serve as the administrator for claims and safety databases. Ensure data accuracy for regulatory recordkeeping, OSHA training requirements, cost tracking, and report generation. Recommend software upgrades as needed.
- Analyze property/casualty loss reports, workers' compensation reports, and safety reports. Recommend and implement loss control and safety programs to reduce or avoid potential liability related to workers' compensation, tort claims, law enforcement, or other areas.

- Prepare reports documenting loss control data, statistics, and trend analysis to support recommendations for reducing potential County risks.
- Serve as a liaison with federal, state, and city agencies, as well as insurance providers, to exchange professional safety and loss control information and coordinate OSHA audits.
- Monitor workplace safety standards. Coordinate accident investigations and safety inspections of facilities, equipment, and vehicles.
- Represent the department on committees, in meetings, and at hearings regarding safety and loss control issues.
- Ensure compliance with all applicable federal, state, and local safety and loss prevention laws and regulations.
- Advise departments on safety considerations related to equipment selection, building design, and construction or remodeling projects.
- Conduct training workshops and seminars on safety and related topics. Demonstrate proper techniques, procedures, systems, and use of safety equipment.
- Manage the department in the absence of the Director, as delegated.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Industrial Safety, Organizational Loss Control, Business Administration, or a related field.
- Six (6) years of work experience in a safety-related field, risk management, or safety and loss prevention.
- Two (2) years in a managerial role.
- Must possess certificate of completion in OSHA 500 or OSHA 501.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.

- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Perform indoor duties in a temperature-controlled environment.
- Perform frequent fieldwork involving safety inspections of facilities, equipment, and vehicles, as well as accident investigations.
- Work outdoors in varying weather conditions when conducting safety inspections.
- Navigate outdoor surfaces such as natural ground, concrete, asphalt, ramps, stairs, and wood decks.
- Encounter potential work hazards including the use of vehicles, ladders, stairs, solvents, chemical fire retardants, asbestos, and electricity.
- Handle writing utensils, paperwork, files, and reports during administrative tasks.
- Use safety equipment, including safety glasses, as needed.

EQUIPMENT, TOOLS AND MATERIALS

- Use equipment such as a computer, camera, recording equipment, telephone, calculator, fax machine, photocopier, and a vehicle as needed.
- Handle materials including logs, spreadsheets, graphs, pie charts, writing utensils, safety manuals, rules and regulations, and various office forms.