

**Oklahoma Farm Bureau & Affiliated Companies  
Job Description**

<b>Job Title:</b> Loss Control Inspector		<b>Department:</b> Commercial Underwriting	
<b>Accountable to:</b> Commercial Lines Manager		<b>Issued:</b> 12/2017	<b>Grade Level:</b> 10
<b>WC Code:</b>	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Position Details:</b> <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

**Primary Purpose:** Inspects insured properties for underwriting acceptability, classification accuracy, hazard identification, and hazard mitigation recommendations. Writes risk description, takes photos, diagrams property and submits on inspection report to personal or commercial underwriting. This position will cover the South-Central Region of Oklahoma and will work from home.

**Essential Duties and Responsibilities**

Perform on-site interior & exterior inspections of insured commercial risks, and exterior inspections of farm & residential risks.

Map, plan and drive routes of risks to be inspected.

Determine the degree of exposure to property or liability loss and identify potential areas of concern.

Complete inspection reports with photos.

Diagram individual building dimensions. Diagram buildings relative to each other on locations that have multiple insured buildings.

Report recommendation of action to reduce the potential frequency or severity of loss.

**Additional Duties and Responsibilities**

Performs other duties as assigned.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Ethics- Treats people with respect; works with integrity and ethically.

Analytical- Synthesizes complex or diverse information; Collects and researches data: Uses intuition and experience to complement data.

Design- Demonstrates attention to detail.

Problem solving- Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Technical skills- Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Interpersonal skills- Maintains confidentiality; Listens to others without interrupting.

Oral communication- Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification.

Written communication- Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Business Acumen- Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Organizational support- Follows policies and procedures; Completes administrative tasks correctly and on time.

Judgment- Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing- Prioritizes and plans work activities; Uses time efficiently.

Professionalism- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Quality- Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Quantity- Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Adaptability- Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality- Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability- Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals.

### **Qualifications**

To perform this job successfully, an individual must be able 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***

Associate's degree (A. A.) or equivalent from two-year college and/or any related experience and/or training; or equivalent combination of education and experience.

Language skills- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government statutes and regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, colleagues, or agents.

Mathematical skills- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and area. Ability to apply concepts of basic algebra and geometry.

Reasoning ability- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer skills- Should have knowledge of computers and computer systems and demonstrate aptitude for learning new programs. Keyboarding and 10 key proficiency.

### **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. 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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and /or move up to 25 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 frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate.