JOB DESCRIPTION

RISK AND CONTRACT MANAGER

KRUSINSKI CONSTRUCTION COMPANY

Reports To: CFO
FLSA Status: Exempt

Job Summary:

The Risk and Contract Manager (RCM) is accountable for identifying, evaluating and mitigating contractual, operational, and insurance-related risks across all phases of construction projects and companywide. This role is responsible for the review, negotiation, administration and compliance of owner contracts, subcontracts, purchase orders and related project and company agreements. The RCM works in collaboration with the safety, CFO/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:

- Responsibility for all insurance programs (GL, Auto, Workers Comp, Master Builders Risk, Bonding Program, SDI, Professional Liability & Excess Liability and others)
- 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
- Represent KCC at Insurance Captive Risk Control meetings and calls
- Participate with CFO to administer KCC's membership in the Captive
- Owner contracts – review, analysis, risk assessment and negotiation of proposed contracts from Owners. Responsible from RFP to execution.
- Subcontracts – negotiate changes, modify for project specific requirements, make ongoing edits to improve templates and reduce risk
- Risk transfer program/insurance certificate monitoring
- Manage claims and legal disputes, in conjunction with outside counsel
- Manage crisis communication / media plan
- Review and approve subcontractor prequalification
- Provide communication, training and mentorship to internal team to identify, recognize and mitigate risk exposure
- Stay current on relevant construction insurance industry trends, products, coverages, regulations, pricing, and construction law principles

- 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
- Prepare monthly and quarterly risk management reports for ELT
- Maintain agency relationships and participate in committee and risk control meetings

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
- JD (Juris Doctor) preferred but not required
- Construction experience in risk management/contract management role required (minimum 7 years)

Technology Skills:

- Microsoft Office Suite
- Procore
- Insurance industry software (recommended)
- AIA Contract Software and other contract management software platforms

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