AUBURN
Human Resources

Assoc Dir, Env Health&Safety

Job Description

JOB INFORMATION

Job Code	EE01
Job Description Title	Assoc Dir, Env Health&Safety
Pay Grade	LC13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Approved Date:	5/12/2025 5:29:47 PM

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Risk Management

JOB SUMMARY

Directs the development and implementation of environmental health, safety, and compliance programs for Auburn University facilities and operations to maintain a safe, healthy environment for the AU community and visitors, minimize adverse environmental impacts, and promote natural resource conservation. Develops strong working relationships with Auburn University operating units and local support agencies to ensure the financial and operational effectiveness of environmental health and safety programs.

RESPONSIBILITIES

- Program Development and Management - Directs development, management and implementation of a broad range of policies and programs related to environmental regulatory compliance, hazardous materials storage, use and disposal, and environmental assessment and remediation. Coordinates involvement and communication with department and unit managers, and local support agencies to ensure financial and operational effectiveness of policies and programs developed.
- Monitoring and Corrective Action - Directs the development, implementation of auditing and corrective action systems to evaluate the conformance of AU operations with environmental regulatory requirements, standard industry practices, best management practices, as well as university policies and procedures. Facilitates implementation of recommended corrective actions to eliminate or minimize hazardous or potentially hazardous conditions and conditions of non-compliance. Directs development and implementation of programs to lessen or eliminate probability of recurrence. Manages complex issues by working with department/unit managers and AU administrators to ensure adequate corrective/preventive actions are implemented in a timely manner.
- Compliance Assistance - Advises AU department/unit managers, faculty, and staff regarding environmental compliance, hazardous materials management, and environmental requirements relevant to their operations. Provides background information to AU central administration regarding compliance issues and regulatory changes which may impact AU operations to allow orderly, measured planning and preparation for implementation.
- IGSA Support – Provides administrative and technical support to the existing IGSA partnership with Fort Benning to ensure that the conditions of the agreement are satisfied.
- Training - Directs development and implementation of training programs to meet the needs of AU personnel who work with or encounter hazardous materials.
- Supervision- Supervises environmental compliance, hazardous materials, and remedial project personnel, support staff and student workers by assigning and reviewing work, giving instruction and feedback, and counseling in matters regarding AU policies, rules and options open to AU employees and student workers
- Finance Management - Manages accounts for hazardous waste disposal and remedial projects to ensure conformance with AU policies and procedures.

RESPONSIBILITIES

- RMS Goals - Contributes to RMS department programs, goals, and objectives related to economy, quality, customer satisfaction, and/or image through teamwork, cooperation, suggestions, and personal productivity and conduct.
- Other Duties - Serves as an emergency coordinator on a 24-hour basis in the event of a hazardous materials emergency. Serves as back up to personnel as necessary to support program areas.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a degree in any other field	and	8 years of	Experience in environmental health and safety regulatory compliance enforcement and business management including budgeting and personnel management	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Occupational Safety and Health Administration regulations, and Federal, State and Local laws related to hazardous materials and waste management.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

Domestic