AUBURN
Human Resources

Tech III, Safety & Health

Job Description

JOB INFORMATION

Job Code	EE05C
Job Description Title	Tech III, Safety & Health
Pay Grade	LC07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/18/2011

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Performs technical duties to include providing support for Auburn University environmental, safety and health programs; to recognize, eliminate, and control safety and health hazards and to ensure compliance with regulatory requirements, national consensus standards and the Auburn University Safety Policy. Areas of specialization: This job may specify responsibilities pertaining to competencies necessary for one or more focused position specializations. These include the following areas: Safety and Health Inspection; Medical Surveillance Programs; Industrial Hygiene; Food Safety Inspection; Laboratory and Building Safety Inspection; Fume hood Certification; Safety Cabinet Certification; Hazardous Waste Management; Radiological Management

RESPONSIBILITIES

- May participate in the chemical spill emergency response team.
- Institutes control and remedial measures for hazardous and potentially hazardous conditions.
- Prepares reports and makes recommendations for control and correction of hazards.
- Instructs employees in matters pertaining to safety and health, including (but not limited to) personnel exposure and general environment mentoring and training.
- Conducts safety inspections, certifications and sample collection as required.
- Coordinates the disposal and/or elimination of safety hazards, hazardous water, radiological waste, and pathological waste.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
High School Diploma or GED	High School Diploma or equivalent	and	4 years of	Experience in safety and health practices	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Some positions may require content specific certification and licensing.	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Respiratory Physical Exam

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.