AUBURN
Human Resources

# Spec I, Safety & Health
Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | EE06A |
| Job Description Title | Spec I, 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 | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/5/2012 |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Performs duties to include providing professional expertise in the operation of Auburn University environmental, safety and health programs to help ensure compliance with regulatory requirements, national consensus standards and the Auburn University Safety Policy. Areas of specialization: This job may specify responsibilities pertaining to professional competencies necessary for a more focused position specialization. These specializations are in the following areas: 1. Biological Safety. 2. Hazardous Materials. 3. Fire Protection. 4. Radiological Safety. 5. Laboratory Safety.

## RESPONSIBILITIES

- May participate in the chemical spill emergency response team.
- Provides technical guidance to the University community in relation to specialized area.
- Develops and manages safety programs to prevent and correct unsafe working conditions.
- Develops and manages industrial hygiene programs to include analyzing and controlling conditions contributing to occupational hazards and disease, and determining safe limits of exposure to materials or conditions.
- Designs, conducts and coordinates training and education in area of specialization.
- Conducts inspections and evaluations, and recommends control measures.
- Recommends actions and solutions for resolving/preventing violations.

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

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|---|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |

## 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 related field | and | 0 years of | Experience in health and safety regulatory compliance enforcement | |

| | |
|---|---|
| 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.* | |
| 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 | Desired | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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 | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| 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.