AUBURN
Human Resources

Spec III, Safety & Health
Job Description

JOB INFORMATION

Job Code	EE06C
Job Description Title	Spec III, Safety & Health
Pay Grade	LC10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

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

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	4 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

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.