AUBURN
Human Resources

# Mgr, Safety
Job Description

## JOB INFORMATION

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|---|---|
| Job Code | EE17 |
| Job Description Title | Mgr, Safety |
| Pay Grade | LC11 |
| Range Minimum | $68,050 |
| 33rd % | $86,200 |
| Range Midpoint | $95,270 |
| 67th % | $104,340 |
| Range Maximum | $122,490 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 5/3/2018 |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Manages the development, implementation, and management of safety and health programs for a large department or division.

## RESPONSIBILITIES

- Develops, implements, and manages in-house occupational safety and health programs.
- Reviews in-house work practices and procedures ensuring programs are in compliance with applicable safety and health guidelines and are completed in a safe manner.
- Develops, implements, and manages construction or contracted services safety programs by ensuring policies, procedures, specifications, and processes are followed.
- Conducts on-site safety audits to ensure compliance with safety requirements, including contractor compliance. Collaborates with the Office of Risk Management and Safety when appropriate.
- Tracks safety-related statistics regarding both in-house department performance on contracts and works with department administrators to correct deficiencies and to provide recommendations to improve trends.
- Develops, manages and facilitates required safety training and certification programs, by trade or department.
- Develops tracking processes and procedures to identify required training; documents training received and expiration of training; identifies safety training deficiencies, and sets up and arranges safety training classes.
- May be responsible for investigating root cause of accidents or injuries and prepares reports with finding and corrective actions.
- Leads department safety governance organizations and committees.
- Provides guidance and advises department administrators on all safety issues.

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 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 | |
|---|---|---|---|---|---|
| Bachelor's Degree | Degree in Engineering, Environmental Science, Environmental Safety, Health and Safety, Industrial Safety, Business or a degree in a relevant field. | and | 6 years of | Experience implementing and/or managing workplace safety programs. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of Occupational Safety and Health Administration regulations, thorough knowledge of federal and state health and safety regulations and reporting procedures. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| DL NUMBER - Driver License, Valid and in State | | Upon Hire | Required | |

## 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 | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Wet | | | | X | |
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically and distinguish colors. |