AUBURN
Human Resources

Asst Dir, Environmental Project Management

Job Description

JOB INFORMATION

Job Code	EE22
Job Description Title	Asst Dir, Environmental Project Management
Pay Grade	LC12
Range Minimum	$76,560
33rd %	$96,970
Range Midpoint	$107,180
67th %	$117,390
Range Maximum	$137,800
Exemption Status	Exempt
Approved Date:	3/10/2025 9:42:32 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides operational oversight for a variety of environmental compliance services for Fort Moore, Georgia, including Hazardous Waste Management, Clean Water Act Compliance, Clean Air Act, and a variety of environmental education and training services. Serves as a liaison between Fort Moore, the United States Army, and Auburn University personnel.

RESPONSIBILITIES

- Manages the oversight of environmental compliance including coordination of personnel located on-site, on-site inspections, and tracking of materials.
- Coordinates program implementation and management with department and unit managers to ensure financial and operational effectiveness.
- Oversees programs designed to monitor, inspect, and ensure compliance with corrective or preventative actions taken to lessen or remove exposure to potentially hazardous materials and environments.
- Advises others on issues related to environmental compliance relevant to operations.
- Directs development and implementation of training programs related to safety and health needs of personnel.
- Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations 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

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 related field.	and	8 years of	Experience in managing environmental compliance programs such as hazardous waste, clean water, or clean air.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Hazardous Waste Management, Clean Water Act Compliance, Clean Air Act compliance.

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		
Walking				X		
Sitting					X	
Lifting			X			Up to 25 pounds
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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

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