AUBURN
Human Resources

Spec II, Environmental Protection

Job Description

JOB INFORMATION

Job Code	EE24B
Job Description Title	Spec II, Environmental Protection
Pay Grade	LC08
Range Minimum	$51,470
33rd %	$61,770
Range Midpoint	$66,910
67th %	$72,060
Range Maximum	$82,350
Exemption Status	Exempt
Approved Date:	2/13/2025 11:16:03 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Performs duties providing professional expertise for a variety of environmental compliance services for Moore, Georgia. Areas of specialization: Hazardous Waste Management, Non-RCRA waste, Clean Water Act Compliance, Clean Air Act compliance and Storage Tank Management.

RESPONSIBILITIES

- Conducts and performs site surveys, assessments, inspections and evaluations to ensure regulated facilities and unit or activities are properly managing environmental features of concern. Provides technical guidance to the Ft. Benning and Auburn University community in relation to specialized area.
- Develops safety programs to ensure site maintains continuous state of compliance, including, federal, state, local and university regulations. Recommends control measures when needed.
- Provides periodic, annual. Or comprehensive reports for each site visit and the results of such assessments for review, evaluation, and corrective action. Maintain a database of all site visits, inspections, including specific information of the facility, point of contact information, inspection reports, and any other environmental requirements.
- Proactively seeks new ways to improve overall safety and environmental performance. Recommends actions and solutions for resolving and preventing violations.
- Designs, conducts, and coordinates training and education in area of specialization.
- May participate in the chemical and/or hazardous materials emergency response team. Assists with spill cleanup, report spill to proper point of contacts, and file spill reports both internally and externally.

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	
Bachelor's Degree	with no specific discipline.	and	2 years of	experience in developing and administering environmental compliance programs such as hazardous waste, clean water, clean air, or storage tank management.	Or
Associate's Degree		and	4 years of	experience in developing and administering environmental compliance programs such as hazardous waste, clean water, clean air, or storage tank management.	Or
High School Diploma or GED		and	6 years of	experience in developing and administering environmental compliance programs such as hazardous waste, clean water, clean air, or storage tank management.	

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					
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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.