AUBURN
Human Resources

Dir, Environmental Health & Safety

Job Description

JOB INFORMATION

Job Code	EE25
Job Description Title	Dir, Environmental Health & Safety
Pay Grade	LC14
Range Minimum	$97,760
33rd %	$127,080
Range Midpoint	$141,750
67th %	$156,410
Range Maximum	$185,740
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/7/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Director, Environmental Health & Safety will drive a campus-wide culture of environmental health and safety and foster an atmosphere in which human health and the university environment are safeguarded through education, regulatory compliance, and natural resource preservation and management. This position will be responsible for managing operation under an existing Intergovernmental Services Agreement (IGSA) between Auburn University and US Army at Ft. Bennning.

RESPONSIBILITIES

- Manages external client relationship with US Army/Ft Benning including obligations under existing Intergovernmental Services Agreement (IGSA) whereby Auburn University EHS is a service provider providing support for environmental compliance to the installation. Ensures compliance with all existing policies, plans, directives and State and Federal Regulations. Meets all obligations of IGSA including environmental compliance assessments, managing the Installation Central Accumulation Area, conducting environmental education and public outreach, and providing environmental consulting services. Collaborates with and provides support to Research initiatives taking place at Ft Benning under the IGSA. Oversees hiring of staff that meet staffing obligations under the IGSA.
- Refines and drives the culture of Environmental Health and Safety programs by designing, developing and implementing core procedures, programs, processes, and systems to ensure compliance with internal and external (local, state and federal) regulatory and safety requirements to eliminate or minimize risks to the University.
- Provides technical expertise, strategic leadership, and support to the University and to Ft. Benning operations. Ensures full compliance with federal, state, and local regulations, expectations of funding agencies and accrediting bodies, government programs and policies at both the University and Ft. Benning. Provides leadership, strategic planning and strong subject matter expertise that ensures appropriate Environmental Health and Safety systems, and resources are in place, that the university maintains and builds upon its reputation as a proactive leader in higher education, and assures that the university continuously improves its performance in Environmental Health and Safety. Provides equal level of leadership, strategic planning, and subject matter expertise to Ft Benning operations. Sets vision and strategy, implementation, and communication plan.
- Conducts on-going data and risk analyses to trend and identify known and/or emerging Environmental Health and Safety risks and develops mitigation strategies. Identifies and tracks regulatory reform and emerging issues and risks and develops mitigation strategies. Continuously assesses University and Ft. Benning Environmental Health and Safety hazards and risks and provides assistance where specific technical expertise is required to meet regulations, policies, procedures and programs, and environmental health and safety concerns.

RESPONSIBILITIES

- Drives the establishment of objectives, plans, standards, procedures, and policies ensuring successful implementation and integration of all phases of Environmental Health and Safety; determines timelines; oversees analysis, budget, communication, and integration; approves business workflow. Establishes Key Performance Indicators/Metrics to define and measure success of the program.
- Maintains effective communication with campus units at the University and with Ft Benning to ensure compliance with policies and procedures as they impact Environmental and Safety functions. Interprets codes, laws, etc. and provides guidance as necessary. Develop, implement and evaluate programs and procedures that enhance Environmental Health and Safety awareness and compliance with state and country regulations as well as guidelines and policies. Maintain effective relationships with external regulatory agencies. Collaborates with various campus departments. to ensure the safety of students, faculty and staff as well as with Campus Safety Emergency Management to respond to crisis situations.
- Maintains an organizational structure and staffing to effectively accomplish the goals and objectives of Environmental Health & Safety using a high degree of professionalism and responsiveness. Develops staff; sets goals in training and development, performance, and career planning.

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	Supervises others with full supervisory responsibility.

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	In Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a degree in any directly related and relevant field.	and	10 years of	Experience in environmental health and safety regulatory compliance enforcement and business management. Must include 5 year's experience of Environmental Health & Safety leadership and direct supervisory experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of agency, professional and/or industry standards and practices.	
Knowledge of applicable laws, rules, regulations and/or policies and procedures including knowledge of applicable safety and environmental health laws and regulations as imposed by OSHA, EPA, ADEM and other agencies.	
Demonstrated success designing, directing and managing comprehensive EHS processes and programs in an academic environment.	
Ability to practice effective oral and written communication skills with both internal and external contacts and customers.	
Knowledge interacting with regulatory agencies, peers, and a university community and to review, evaluate and implement necessary regulatory requirements in a timely manner.	
Knowledge of supervisory skills to effectively recruit, train, and motivate staff, and build an effective service-oriented environment.	
Experience diplomatically dealing with others and skillfully resolve conflicts.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Industrial Hygienist		Upon Hire	Desired	And
Certified Safety Professional (CSP)		Upon Hire	Desired	And
	Registered Environmental Manager (REM)	Upon Hire	Desired	And
	Certified Hazardous Materials Manager (CHMM).	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		
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.