AUBURN
Human Resources

Mgr, Environmental Health & Safety

Job Description

JOB INFORMATION

Job Code	EE26
Job Description Title	Mgr, Environmental Health & 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:	2/13/2025 11:22:31 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages the development and implementation of a variety of environmental compliance services for Fort Moore, Georgia, including Hazardous Waste Management, Clean Water Act Compliance, Clean Air Act compliance, and a variety of environmental educational and training services.

RESPONSIBILITIES

- Manages the development and implementation of one or more environmental programs and projects including oversight of compliance and regulatory reporting.
- Supervises a team of environmental specialists and technicians and advises staff regarding environmental, health, and/or safety issues relevant to their work.
- Institutes monitoring, corrective, and preventative action programs to evaluate conformance with federal, state, local and/or University requirements and/or policies and procedures relating to compliance and program management.
- Performs regular inspections to ensure accuracy and integrity of data and operations.
- Oversees the development and implementation of training programs to meet the compliance and safety needs of personnel working in areas relevant to safety and health programs.
- Assists with data entry and data review to track and drive progress with compliance and best practices. Ensures all required reports are completed and submitted as required.
- May conduct inventory and maintain supplies to support programs and projects.
- Assists in reviewing and updating various programs, policies, and training materials in accordance with University, local, state, and federal guidelines.
- Support staff and personnel development for goal alignment, prioritization of work and coaching for effective performance.

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	with no specific discipline.	and	6 years of	experience in managing environmental compliance programs such as hazardous waste, clean water, or clean air.	Or
Associate's Degree		and	8 years of	experience in managing environmental compliance programs such as hazardous waste, clean water, or clean air.	Or
High School Diploma or GED		and	10 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, or Clean Air Act.	
Experience conducting field work related to safety and/or environmental audits and inspections.	

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	
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.