AUBURN
Human Resources

Environmental Health & Safety Trainer

Job Description

JOB INFORMATION

Job Code	EE27
Job Description Title	Environmental Health & Safety Trainer
Pay Grade	LC09
Range Minimum	$55,760
33rd %	$68,770
Range Midpoint	$75,280
67th %	$81,780
Range Maximum	$94,790
Exemption Status	Exempt
Approved Date:	10/12/2026 4:26:29 PM
Legacy Date Last Edited	6/27/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Develops, coordinates, tracks and delivers environmental education to Army personnel. Training will consist of a variety of environmental health and safety topics in-person and remote delivery mechanisms.

RESPONSIBILITIES

- Designs lesson plans in conjunction with Ft Benning Directorate of Public Works/Environmental Management Division (DPW/EMD) to include instructional aids and student manuals covering hazardous waste management, spill prevention, storm water compliance and natural resource conservation.
- Leads Public Education Outreach events. Serves as coordinator in relation to all education entities such as Department of Defense Educational Administration (DODEA), Muscogee County School District, etc.
- Provides annual initial and refresher training (4 to 8 hr.) to keep designated unit environmental personnel updated on current regulations.
- Coordinates with current AU-IGSA Compliance team once a month to attend on-site evaluations of unit operations, storage sites, and field training areas to ensure proper training is provided for handling of petroleum, oils, lubricants (POL), and solid waste.
- Provides relevant training metrics for training programs monthly including summarizing number and class descriptions of training sessions provided, number of attendees, evaluation feedback, training hours, etc.
- Responsible for measuring the impact and effectiveness of training programs through various methods such as surveys, interviews, and quality assurance surveillance plan (QASP)job shadowing.
- Leads the training program to include setting goals as well as tracking, selecting and managing training partnerships. Meets with AU supervisor and IGSA Partner subject matter experts to refine training to meet the IGSA expectations.
- Demonstrates proactive and detail-oriented commitment to maintaining compliance by continuously tracking, analyzing, and integrating evolving Federal, State, Army and Local environmental regulations. Leverages regulatory updates to refine training curriculum and foster a culture of compliance accuracy.
- Provides support to all environmental education programs within the AU-IGSA and serve as liaison/coordinator for the Army Sustainability University (ASU) regarding the annual Defense Hazardous Materials/Waste Handlers Course (DHMHWC) training provided by Fort Lee, Virginia.

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	In Business, Human Resources, Adult Education, Organizational Behavior/Design or related field.	and	5 years of	Experience designing and implementing environmental health and safety training and development programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of instructional design principles and learning strategies, including outcomes and assessments of training.	
Thorough knowledge of delivering training programs and knowledge of current training programs and trends.	
Ability to design and deliver training courses related to environmental safety & health.	
Ability to design and deliver training courses in-person or virtually.	
Excellent written and verbal communication skills.	
Demonstrated ability to relate to diverse groups of employees.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.