AUBURN
Human Resources

Mgr, Residential Safety & Health

Job Description

JOB INFORMATION

Job Code	EE31
Job Description Title	Mgr, Residential Safety & Health
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/23/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Housing & Residence Life

JOB SUMMARY

Reporting directly to the Assistant Director of Property Management, this position is charged with the management, development, implementation, and continuation of all related safety and health programs. This position is solely responsible for ensuring and maintaining compliance of local, state, and federal regulatory requirements pertaining to Life Safety for 32 residence halls, multiple dining facilities, and numerous ancillary facilities totaling approximately two million square feet. This position oversees the management of all occupational and environmental safety training and compliance for Property Management's 50+ staff members and associated campus partners.

RESPONSIBILITIES

- Manages the development, implementation, and oversight of multiple safety and health programs and projects, including all regulatory reporting and associated budget management. Programs include, but are not limited to: code compliance; hazard identification, evaluation, and control; accident and injury prevention; hazardous waste and materials management; emergency preparedness; fire and life safety; industrial hygiene; and environmental regulatory compliance.
- Institutes monitoring, corrective, and preventive action programs to evaluate conformance with federal, state, local and/or University requirements, policies, and procedures relating to compliance and program management.
- Oversees the development and implementation of training programs to meet the compliance and safety needs of university personnel and students working and living in areas relevant to safety and health programs.
- Advises university staff, contractors, and students regarding environmental, health, and safety issues relevant to their work and/or on-campus residency, and provides input to committees regarding compliance issues.
- Manages the continual development and implementation of Property Management's indoor environmental conditions program, ensuring all properties are maintained in compliance with all state and federal regulatory standards.
- Oversees the implementation of all life safety training for all Student Housing and Residence Life staff, including professional staff, Area Coordinators, Graduate Assistants, and Resident Advisors at the start of every semester.

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	In Business Administration, Mathematics, Accounting or related field.	and	5 years of	Progressively responsible and direct Safety & Health experience is required. At least two (2) yrs. experience supervising full-time employees is required. Experience with Auburn University facilities served under the department is desired.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Occupational Safety and Health Administration (OSHA) regulations, safety and environmental health programming.	
Strong working knowledge of all National Fire Sprinkler Association (NFSA) and National Fire Protection Association (NFPA) codes and standards.	
Ability to work and effectively communicate with all levels of the organization, including the ability to effectively present and discuss technical information, and respond to questions from leaders.	
Strong understanding of local, state, and federal health and safety regulations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	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		