AUBURN
Human Resources

Dir, Laboratory & Research Safety

Job Description

JOB INFORMATION

Job Code	EE37
Job Description Title	Dir, Laboratory & Research 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	4/21/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Director, Laboratory and Research Safety will promote a campus-wide culture of safety and foster an atmosphere in which safety and compliance with applicable safety laws, regulations and guidelines are integral to conducting research. This position will provide leadership in the oversight and administration of laboratory and research safety programs, directives, and policies involving chemical, biological, radiological, and physical safety in diverse settings including laboratories, animal research facilities, field research sites, and outlying experimental stations.

RESPONSIBILITIES

- Advances the culture of laboratory and research safety by designing, developing, and implementing core procedures, programs, processes, and systems to promote a safe and healthful research environment and facilitate compliance with internal and external regulatory requirements.
- Serves as the primary liaison between the campus research community and Risk Management & Safety (RMS), thus requiring a fundamental understanding of research administration and research fields such as a biomedical science, engineering, and physical science. Effectively communicates about these subjects across a variety of stakeholders serving at multiple levels of RMS and throughout the institution.
- Establishes and oversees objectives, plans, standards, procedures, and policies for successful implementation of all phases of laboratory and research safety. Develops and implements strategic plans consistent with the mission of the university and the goals and objectives of RMS. Determines timelines; oversees budget, communication, and outreach; and approves business workflow. Establishes key performance indicators/metrics to define and measure success of the program.
- Conducts ongoing data and risk analyses to identify known or emerging laboratory and research safety risks. Provides data-driven metrics to monitor and respond to issues and trends. Identifies and tracks emerging regulatory issues and develops mitigation strategies. Advises leadership on the impact to research of legislative and regulatory changes.
- Provides consultation and administrative support as a member of federally mandated compliance and safety committees, including the Institutional Biosafety Committee (IBC), the Radiological Safety Committee (RSC), the Institutional Review Board (IRB, and the Institutional Animal Care & Use Committee (IACUC).
- Facilities compliance with policies and procedures that impact laboratory and research safety. Interprets standards, regulations, and laws, and provides guidance as necessary. Develops, implements, and evaluates programs and procedures that enhance laboratory and research safety awareness and compliance with State and Federal regulations, guidelines, and policies. Maintains effective relationships with external regulatory agencies. Collaborates with various campus departments to ensure the safety of students, faculty and staff. Partners with the Department of Campus Safety and Security for emergency planning and response to crisis situations.

RESPONSIBILITIES

- Maintains an organizational structure and staffing to effectively accomplish the goals and objectives of RMS. Develops staff, and sets goals for 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	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 Environmental Health Science, Health and Safety, Industrial Hygiene, Health Physics, Biological Sciences, Engineering, Physics, Chemistry or a degree in any directly related or relevant field. Masters Preferred.	and	10 years of	experience in laboratory, research and/or radiation safety, environmental science, health and safety, biological sciences, engineering, or chemistry. Must include 5 years of experience in laboratory, research and/or radiation safety leadership and direct supervisory experience.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of applicable laws, rules, regulations and/or policies and procedures imposed by NIH, CDC, OSHA, EPA, NRC, ADEM and other agencies.	
Understanding of research administration processes and procedures, and research fields such as biomedical science, engineering, and physical science.	

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
	Certified Chemical Hygiene Officer	Upon Hire	Desired	And
Certified Laser Safety Officer		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		