AUBURN
Human Resources

Assoc Dir, Occupational Safety & Industrial Hygiene

Job Description

JOB INFORMATION

Job Code	KC25
Job Description Title	Assoc Dir, Occupational Safety & Industrial Hygiene
Pay Grade	LC13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Approved Date:	3/2/2026 9:30:30 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Associate Director of Occupational Safety and Industrial Hygiene provides strategic leadership, technical expertise, and program management for the university's occupational safety, fire and life safety, industrial hygiene, and regulatory compliance programs. This position ensures a safe and healthy environment for faculty, staff, students, researchers, and visitors by developing, implementing, and overseeing programs aligned with federal, state, and local regulations and best practices applicable to higher education and research environments. The Associate Director serves as a subject matter expert and key advisor to university leadership, departments, and research units, and supervises professional and technical staff within the occupational safety and industrial hygiene programs.

RESPONSIBILITIES

- Provides leadership and direction for occupational safety, industrial hygiene, fire, and life safety programs, including hazard assessment, exposure evaluation, control implementation, fire and life safety evaluations, and continuous improvement.
- Develops, implements, and maintains policies, procedures, and standards in accordance with OSHA, EPA, CDC/NIOSH, state and local building codes, and applicable accrediting and funding agency requirements. Leads the strategic planning, prioritization, and performance assessment of occupational safety, fire and life safety, and industrial hygiene programs across academic, research, clinical, facilities, and field operations.
- Develops occupational safety, industrial hygiene, and fire and life safety strategies, plans, and policies. Establishes a comprehensive framework of occupational safety, industrial hygiene, and fire and life safety practices, standards, and processes. Drives out strategic occupational safety, industrial hygiene, and fire and life safety initiatives that align with and support achievement of departmental goals and objectives.
- Oversees qualitative and quantitative exposure assessments related to chemical, physical, biological, and ergonomic hazards. Manages industrial hygiene programs (e.g., air sampling, noise monitoring, heat stress, ventilation evaluations, ergonomics, bloodborne pathogens, and respiratory protection). Evaluates engineering, administrative, and PPE controls using the hierarchy of controls and provides technical recommendations to mitigate occupational exposures.
- Ensures compliance with occupational safety and fire and life safety programs, including, but not limited to: hazard communication, PPE, confined spaces, walking/working surfaces, machine guarding, and other applicable fire and life safety programs.
- Leads and oversees incident investigations, root cause analyses, and corrective action tracking for occupational injuries, near misses, fires, and hazardous incidents, making recommendations to prevent recurrence. Serve as the university liaison during regulatory inspections, audits, and compliance inquiries. Manages timely completion and submission of all related documentation and reporting.
- Acts as an advocate for health and safety best practices within the Institute community. Promotes awareness through education; plans and oversees the development and delivery of occupational safety, industrial

RESPONSIBILITIES

	hygiene, and fire and life safety training for faculty, staff, students, and supervisors. Partners with academic and research leadership to integrate safety into institutional culture and research planning. Promotes proactive safety engagement through outreach, consultations, and education initiatives, as well as fire and life safety training for faculty, staff, students, and supervisors. Partners with academic and research leadership to integrate safety into institutional culture and research planning. Promotes proactive safety engagement through outreach, consultations, and education initiatives.
•	Supervises, mentors, and evaluates professional and technical staff within occupational safety, industrial hygiene, and fire and life safety.
•	Supports staff professional development, certifications, and continuing education. Assigns workloads and manages resources to meet institutional priorities and compliance obligations. Oversees selection, coaching, mentoring, development, performance management, and all other people-management practices.
•	Collaborates with Facilities, Research Administration, Occupational Medicine, Risk Management, Environmental Programs, and Emergency Management.
•	Provides technical consultation during construction, renovation, and research startup planning. Serves on institutional committees related to safety, health, and compliance as assigned.

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 Industrial Hygiene, Occupational Safety, Environmental Health, Public Health, Biological Sciences, Chemistry, Engineering, or a closely related field.	and	8 years of	experience in industrial hygiene and occupational health and safety, regulatory compliance enforcement, and business management, to include budgeting and personnel management.	Or
Master's Degree	in Industrial Hygiene, Occupational Safety, Environmental Health, Public Health, Biological Sciences, Chemistry, Engineering, or a closely related field.	and	6 years of	experience in industrial hygiene and occupational health and safety, regulatory compliance enforcement, and business management, to include budgeting and personnel management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expert knowledge of the concepts, theories, and practices of industrial hygiene and occupational health and safety management, with emphasis on occupational safety best practices, industrial hygiene, safe working conditions, environmental protection (including hazardous waste and hazardous materials management), radiation, fire and life safety, ergonomics, etc.	
Expert knowledge of the federal and state regulations related to occupational health and safety and industrial hygiene.	
Demonstrated strategic leadership, planning, and change management skills. Excellent oral and written communication skills, including executive-level communications.	
Exceptional interpersonal, negotiation, and political acumen skills. Able to influence people, solve problems, trouble shoot, think creatively, and resolve conflicts. Expert analytical and problem-solving	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

skills. Analyze complex data and information and prepare meaningful reports and proposals. Demonstrated organizational and planning skills with attention to detail and follow through.	
Ability to apply technical expertise, experience, and judgment to plan and accomplish goals.	
Ability to develop key partnerships across a variety of stakeholders to collaborate and gain buy-in on initiatives.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Industrial Hygienist		Upon Hire	Desired	Or
Certified Safety Professional (CSP)		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			