
Auburn University Job Description

Job Title:	Tech, Safety & Health	Level I	Grade LC05 \$33,600 - \$50,400
Job Code:	EE05	Level II	Grade LC06 \$37,000 - \$55,500
FLSA status:	Non-exempt	Level III	Grade LC07 \$40,000 - \$64,000
		Level IV	Grade LC08 \$45,000 - \$72,000

Job Summary

Performs technical duties to include providing support for Auburn University environmental, safety and health programs; to recognize, eliminate, and control safety and health hazards and to ensure compliance with regulatory requirements, national consensus standards and the Auburn University Safety Policy. Areas of specialization: This job may specify responsibilities pertaining to competencies necessary for one or more focused position specializations. These include the following areas: Safety and Health Inspection; Medical Surveillance Programs; Industrial Hygiene; Food Safety Inspection; Laboratory and Building Safety Inspection; Fume hood Certification; Safety Cabinet Certification; Hazardous Waste Management; Radiological Management

Essential Functions

1. May participate in the chemical spill emergency response team.
2. Institutes control and remedial measures for hazardous and potentially hazardous conditions.
3. Prepares reports and makes recommendations for control and correction of hazards.
4. Instructs employees in matters pertaining to safety and health, including (but not limited to) personnel exposure and general environment mentoring and training.
5. Conducts safety inspections, certifications and sample collection as required.
6. Coordinates the disposal and/or elimination of safety hazards, hazardous water, radiological waste, and pathological waste.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a limited variety of simple, repetitive tasks.	Knowledge and/or skill to perform a limited variety of simple, repetitive tasks related to an engineering or scientific field.	High school diploma or equivalent.
II	Performs a variety of simple tasks.	Knowledge of standard procedures and tests related to an engineering or scientific field.	High school diploma or equivalent plus 1 year of relevant experience.
III	Performs a variety of related and recurring assignments.	Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific	High school diploma or equivalent plus 4 years of relevant experience.
IV	Performs complex steps of an operation or project or completes important stages of a project.	Detailed knowledge of established processes, methods, and techniques, as well as practical knowledge of a few specific engineering or scientific principles.	High school diploma or equivalent plus 6 years of relevant experience.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** High school diploma or equivalent.
- Level II** High school diploma or equivalent plus 1 year of relevant experience.
- Level III** High school diploma or equivalent plus 4 years of relevant experience.
- Level IV** High school diploma or equivalent plus 6 years of relevant experience.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in safety and health practices

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

Some positions may require content specific certification and licensing.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, climbing or balancing, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/18/2011
