
Auburn University Job Description

Job Title: **Assoc Dir, Safety and Health**

Grade LC13 \$77,000 - \$138,600

Job Code: **EE09**

FLSA status: Exempt

Job Family: Legal, Compliance & Audit

Job Function: Risk Management

Job Summary

Directs safety and health programs such as lab safety, industrial hygiene, radiation safety, and occupational safety to provide a safe working environment for the Auburn University community.

Essential Functions

1. Directs the development, management, and implementation of policies and programs related to lab safety, industrial hygiene, radiation safety, and occupational safety.
2. Coordinates program implementation and management with department and unit managers to ensure financial and operational effectiveness.
3. Coordinates accident and incident resolution through investigations, recommendation of corrective/preventative measures, and the development/implementation of programs needed to lessen or eliminate the probability of a reoccurrence.
4. Oversees programs designed to monitor, inspect, and ensure compliance with corrective or preventative actions taken to lessen or remove exposure to potentially hazardous materials and environments.
5. Advises others on issues related to lab safety, radiation safety, occupational safety, and health issues relevant to their operations such as providing recommendations to planning and design committees and reviewing plans for construction and renovations projects.
6. Directs development and implementation of training programs related to safety and health needs of Auburn personnel.
7. Manages budgets for programs and departments within lab safety, industrial hygiene, radiation safety, and occupational safety.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a degree in any other field
Experience (yrs.)	8	Experience in health and safety regulatory compliance enforcement and business management including budgeting and personnel management

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of Occupational Safety and Health Administration regulations, and safety and environment health programming.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 9/9/2014
