

---

## Auburn University Job Description

Job Title: **Mgr, Safety**

Job Family: No Family

Job Code: **EE17**

Grade LC11 \$59,500 - \$107,100

FLSA status: Exempt

---

### Job Summary

Manages the development, implementation, and management of safety and health programs for a large department or division.

### Essential Functions

1. Develops, implements, and manages in-house occupational safety and health programs.
2. Reviews in-house work practices and procedures ensuring programs are in compliance with applicable safety and health guidelines and are completed in a safe manner.
3. Develops, implements, and manages construction or contracted services safety programs by ensuring policies, procedures, specifications, and processes are followed.
4. Conducts on-site safety audits to ensure compliance with safety requirements, including contractor compliance. Collaborates with the Office of Risk Management and Safety when appropriate.
5. Tracks safety-related statistics regarding both in-house department performance on contracts and works with department administrators to correct deficiencies and to provide recommendations to improve trends.
6. Develops, manages and facilitates required safety training and certification programs, by trade or department.
7. Develops tracking processes and procedures to identify required training; documents training received and expiration of training; identifies safety training deficiencies, and sets up and arranges safety training classes.
8. May be responsible for investigating root cause of accidents or injuries and prepares reports with finding and corrective actions.
9. Leads department safety governance organizations and committees.
10. Provides guidance and advises department administrators on all safety issues.

### 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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Engineering, Environmental Science, Environmental Safety, Health and Safety, Industrial Safety, Business or a degree in a relevant field.
<b>Experience (yrs.)</b>	6	Experience implementing and/or managing workplace safety programs.

#### **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, thorough knowledge of federal and state health and safety regulations and reporting procedures.

#### **Certification or Licensure Requirements**

Valid Driver's License

Perferred: Certified Safety Professional (CSP)

---

### 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, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 5/3/2018

---