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## Auburn University Job Description

Job Title:	<b>Coord, SEH &amp; Contract Svcs</b>	Job Family:	No Family
Job Code:	<b>EE18</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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### Job Summary

Performs duties to include providing professional expertise in the operation of Auburn University environmental, safety and health programs to help ensure compliance with regulatory requirements, national consensus standards and the Auburn University Safety Policy. Areas of specialization: This job may specify responsibilities pertaining to professional competencies necessary for a more focused position specialization. These specializations are in the following areas: 1. Biological Safety. 2. Hazardous Materials. 3. Fire Protection. 4. Radiological Safety. 5. Laboratory Safety. Also responsible for coordination of the daily administration of outsourced contracts for assigned facilities.

### Essential Functions

1. Coordinates the development and implementation of one or more safety and health program and project including regulatory reporting and budget management.
2. Institutes monitoring, corrective, and preventive actions programs to evaluate conformance with federal, state, local and/or University requirements and/or policies and procedures relating to compliance and program management.
3. Advises University staff, contractors and students regarding environmental, health, and/or safety issues relevant to their work and/or on-campus residency and provides input to committees on compliance issues.
4. Oversees the development and implementation of training programs to meet the compliance and safety needs of personnel/students working/living in areas relevant to safety and health programs.
5. Develops, implements, coordinates, and revises project schedules to establish realistic project timelines that keep project delivery within established deadlines.
6. Acts on behalf of the University when interacting with outside contractors through the completion of the assigned projects.
7. Coordinates the work effort of contractors, consultants and internal university agencies by serving as the liaison between multiple contractors and the University by managing project meetings, work orders, outages, etc.. As well as communicates with others to keep them informed of activities and answer questions.
8. Performs and oversees physical inspections of contracted work to ensure contract compliance is adhered to and reports findings to appropriate personnel.

### 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.

*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*

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*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>
<b>Education</b>	Four-year college degree	Environmental Science, Health and Safety, Industrial Hygiene, Building Science or related field
<b>Experience (yrs.)</b>	4	Experience in health and safety regulatory compliance enforcement and state and federal contract guidelines

#### 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

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

#### Certification or Licensure Requirements

Some positions may require content specific certification and licensing.

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### 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 3/22/2018

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