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## Auburn University Job Description

Job Title: **Asst Dir, Environ Project Mgmt** Grade LC11 \$59,500 - \$107,100  
Job Code: **EE22**  
FLSA status: Exempt  
Job Family: Legal, Compliance & Audit  
Job Function: Risk Management

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### Job Summary

Provides operational oversight for a variety of environmental compliance services for Fort Moore, Georgia, including Hazardous Waste Management, Clean Water Act Compliance, Clean Air Act compliance, and a variety of environmental education and training services. Serves as a liaison between Fort Moore, United States Army, and Auburn University personnel.

### Essential Functions

1. Manages the oversight of environmental compliance including coordination of personnel located on-site, on-site inspections, and tracking of materials.
2. Coordinates program implementation and management with department and unit managers to ensure financial and operational effectiveness.
3. 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.
4. Advises others on issues related to environmental compliance relevant to operations.
5. Directs development and implementation of training programs related to safety and health needs of personnel.
6. Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.
7. May perform other duties as assigned.

### 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 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>	Bachelor's Degree	Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or related field.
<b>Experience (yrs.)</b>	8	Experience in managing environmental compliance programs such as hazardous waste, clean water, or clean air.

#### 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 Hazardous Waste Management, Clean Water Act Compliance, Clean Air Act compliance.

#### Certification or Licensure Requirements

None Required.

#### Pre-Employment Screening Requirements

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, and lifting up to 10 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 2/17/2022

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