
Auburn University Job Description

Job Title: **Mgr, Environmental Health & Safety** Grade LC11: \$59,500 - \$107,100
Job Code: **EE26**
FLSA status: Exempt
Job Family: Legal, Compliance & Audit
Job Function: Risk Management

Job Summary

Manages the development and implementation of 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 educational and training services.

Essential Functions

1. Manages the development and implementation of one or more environmental programs and projects including oversight of compliance and regulatory reporting.
2. Supervises a team of environmental specialists and technicians and advises staff regarding environmental, health, and/or safety issues relevant to their work.
3. Institutes monitoring, corrective, and preventative action programs to evaluate conformance with federal, state, local and/or University requirements and/or policies and procedures relating to compliance and program management.
4. Performs regular inspections to ensure accuracy and integrity of data and operations.
5. Oversees the development and implementation of training programs to meet the compliance and safety needs of personnel working in areas relevant to safety and health programs.
6. Assists with data entry and data review to track and drive progress with compliance and best practices. Ensures all required reports are completed and submitted as required.
7. May conduct inventory and maintain supplies to support programs and projects.
8. Assists in reviewing and updating various programs, policies, and training materials in accordance with University, local, state, and federal guidelines.
9. Support staff and personnel development for goal alignment, prioritization of work and coaching for effective performance.

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>
Education	Bachelor's Degree	Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry, or a related field.
Experience (yrs.)	7	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:

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 Hazardous Waste Management, Clean Water Act Compliance, or Clean Air Act.

Experience conducting field work related to safety and/or environmental audits and inspections.

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

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, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires and lifting up to 50 pounds.

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

Date: 2/8/2023
