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## Auburn University Job Description

Job Title: **Mgr, Lab and Research Safety**

Job Family: No Family

Job Code: **EE32**

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

FLSA status: Exempt

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### Job Summary

Leads and manages the University's laboratory and research safety programs including consulting with faculty, staff, and administration on the safe handling of biological agents and proper management of chemicals in a growing research and teaching environment. Provides input to research safety committees on compliance issues; institutes monitoring, corrective, and preventative action programs to evaluate conformance with federal, state, local and/or University requirements, policies, and procedures. Manages and coordinates the day-to day laboratory safety functions while providing supervision to safety and health specialists and technicians.

### Essential Functions

- Laboratory Safety Program Management:**  
Develops, manages, and implements policies and programs related to laboratory and research safety. Monitors effectiveness of laboratory safety programs and pursue continuous improvement. These programs are designated to monitor, inspect, and ensure compliance of research and teaching laboratories with corrective or preventative actions to mitigate or prevent exposure to potentially hazardous materials and environments. Manages laboratory accident and incident resolutions through investigations, recommendation of corrective or preventive measures, and the development or implementation of programs needed to reduce or eliminate the probability of a reoccurrence.
  - Chemical Safety, Security, and Compliance:**  
Oversees and manages University wide chemical safety and chemical inventory programs (similar to chemical hygiene officer role). This includes establishing guidance and developing protocol-related safety procedures when assisting departments and researchers in identification of hazards and conducting laboratory activity risk assessments. The chemical inventory program supports the institutional goal for research laboratory chemical security and compliance with the Department of Homeland Security (DHS), Chemical Facility Anti-Terrorism Standards (CFATS).
  - Biological Safety, Security, and Compliance:**  
Oversees comprehensive biological safety program that meets National Institutes of Health (NIH), Centers for Disease Control (CDC) Division of Select Agents and Toxins (DSAT), Occupational Safety and Health Administration (OSHA) and Auburn University Requirements. Provides guidance and support to research safety committees, serves as the Alternative Responsible Official (ARO) for the University Select Agents and Toxins program and works in collaboration with the Office of Research Compliance in support of biosafety and biosecurity programs.
  - Laboratory Safety Consultation, Training, Outreach and Customer Service:**  
Advises and consults with University administrators, faculty, and staff regarding laboratory and research issues, programs, and services. Establishes and maintains effective working relationships with Laboratory Safety Program stakeholders. Leads or coordinates effective communication and outreach efforts with stakeholders and the university community as needed to promote important laboratory and research safety information and initiatives. Applies a strong customer service ethos to all Laboratory Safety Program functions and interactions with stakeholders. Manages the development and implementation of educational, training, and outreach programs to provide faculty, staff, and students opportunities to become informed and understand their respective laboratory and research safety responsibilities. Provides in-depth technical guidance to the University community in laboratory and research safety and compliance
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programs and policies, including chemical safety, and biological safety and security.

5. **Personnel Management:**  
Directly supervises Laboratory Safety Program specialists and technicians. Assigns and reviews work, provide feedback, and counsel in matters of AU policies and rules. Assesses employee performance and provides guidance for professional development. Recruits and hires new employees as needed.
6. **Strategic Planning:**  
Develops and maintains applicable reports and metrics related to laboratory and research safety. Develops and implements Laboratory Safety Program strategic goals and objectives through planning, understanding needs and priorities, setting goals and objectives, and monitoring progress of strategic planning initiatives. Ensures that the strategic goals of the Laboratory Safety align with the University Strategic Plan.
7. **Departmental Projects and Initiatives:**  
Participates in projects or assignments that impact multiple Departmental units and contributes to the unity, efficiency, effectiveness, and positive branding of Risk Management and Safety.

## **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>	Four-year college degree	Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry, or a related field. Masters Degree, is desired.
<b>Experience (yrs.)</b>	4	Experience in safety programs management and experience in a supervisory role. Experience in health and safety regulatory compliance programs. Professional experience in a research-intensive academic setting is desirable.

#### **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 programs.

Knowledge of strong organizational, analytical, and interpersonal communication skills, and the ability to work effectively with diverse groups of people.

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

Certified Safety Professional- Board of Certified Safety Professional, Certified Industrial Hygienist (CIH)- American Board of Industrial Hygienist (CIH), Certified Biological Safety Professional (CBSP)- Certified Biological Safety Professional (CBSP), is desired.

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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, .

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

Date: 11/16/2022

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