
Auburn University Job Description

Job Title:	Mgr, Safety & Health	Job Family:	No Family
Job Code:	EE07	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manages the development and implementation of Auburn University safety and health programs.

Essential Functions

1. Manages the development and implementation of one or more safety and health programs and projects (i.e. environmental safety, fire safety, lab safety) including oversight of contractors, regulatory reporting and budget management.
2. Advises AU faculty and staff regarding environmental, health, and/or safety issues relevant to their work and provides input to committees on compliance issues.
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. 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.

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	Four-year college degree	Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a related field
Experience (yrs.)	7	Experience in health and safety regulatory compliance program planning and enforcement

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, and safety and environment health programming.

Certification or Licensure Requirements

None Required.

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.

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

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

Date: 1/5/2012
