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## Auburn University Job Description

Job Title: **Assoc Dir, Lab Safety**

Job Family: No Family

Job Code: **EE10**

Grade 37: \$67,300 - \$112,100

FLSA status: Exempt

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### Job Summary

Directs laboratory safety services and programs to provide a safe working environment for the Auburn University community.

### Essential Functions

1. Directs the development, management, and implementation of policies and programs related to laboratory safety.
2. Directs the inspections for university laboratories and coordinates safety violation resolution through investigations, recommendation of corrective/preventative measures, and the development/implementation of programs needed to lessen or eliminate the probability of a reoccurrence.
3. Oversees programs designed to monitor, inspect, and ensure compliance with corrective or preventative actions taken to lessen or remove lab safety hazards.
4. Advises others on issues related to fire and life safety, occupational safety, and health issues relevant to their laboratory operations.
5. Directs development and implementation of training programs related to safety and health needs of Auburn personnel.
6. Manages budgets for programs and departments within fire and life safety, industrial hygiene, and occupational safety.
7. Coordinates program implementation and management with department and unit managers to ensure financial and operational effectiveness.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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 Science, or related field
<b>Experience (yrs.)</b>	8	Experience in lab safety and use regulatory compliance enforcement and business management including budgeting and personnel management

#### 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 (OSHA) regulations, and lab safety and environment health programming.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 12/16/2011

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