
Auburn University Job Description

Job Title: **Assoc Dir, Emergency Mgmt**
Job Code: **EE11**
FLSA status: Exempt

Job Family: No Family
Grade 37: \$67,300 - \$112,100

Job Summary

Directs the Fire and Emergency Preparedness 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 fire safety and emergency preparedness in order to mitigate hazards associated with operations.
2. Coordinates program implementation and management with department and unit managers to ensure financial and operational effectiveness.
3. Coordinates accident and incident resolution through investigations, recommendation of corrective/preventative measures, and the development/implementation of programs needed to lessen or eliminate the probability of a reoccurrence.
4. Oversees programs designed to monitor, inspect, and ensure compliance with corrective or preventative actions taken to lessen or remove exposure to potentially hazardous environments or situations.
5. Advises others on issues related to fire safety and emergency preparedness relevant to their operations such as providing recommendations to planning and design committees and reviewing plans for construction and renovations projects.
6. Directs development and implementation of training programs related to safety and health needs of Auburn personnel.
7. Manages budgets for programs and departments within fire safety and emergency preparedness programs.

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>
Education	Four-year college degree	Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a degree in any other field
Experience (yrs.)	8	Experience in emergency management and fire safety with 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 federal, state, and local safety regulations and industry safety standards related to fire and life safety and occupational safety and health and industrial hygiene principles.

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 talking, hearing.

Job occasionally requires standing, walking, sitting, 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: 1/4/2012
