Auburn University Job Description

Job Title: Mgr, Safety (FAC)  
Job Code: EE17  
FLSA status: Exempt  
Job Family: No Family  
Grade 35: $51,900 - $86,400

Job Summary
Directs the development and implementation of Auburn University Facilities Division safety and health programs.

Essential Functions
1. Develops, implements, and directs in-house occupational safety and health programs.
2. Reviews in-house work practices and procedures ensuring programs are in compliance with applicable safety and health guidelines and are completed in a safe manner.
3. Develops, implements, and directs construction and contracted services safety programs by ensuring policies, procedures, specifications, and processes are followed.
4. Conducts on-site safety audits to ensure compliance with safety requirements, including contractor compliance.
5. Tracks safety related statistics regarding both in-house Facilities Division performance and on construction contracts and works with Facilities administrators to correct deficiencies and to provide recommendations on reversing negative trends.
6. Develops, directs and facilitates required safety training and certification programs, by trade or department.
7. Develops tracking processes and procedures to identify required training; documents training received and expiration of training; identifies safety training deficiencies, and sets up and arranges safety training classes.
8. Leads Facilities Division safety governance organizations and committees.
9. Provides guidance and advises Facility Division administrators on all safety issues.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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

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<tr>
<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Engineering, Environmental Science, Environmental Safety, Health and Safety, Industrial Safety, Business or a degree in a related field</td>
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Experience (yrs.) 8  
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, Army Corps of Engineers Construction Safety Manual practices and procedures, and safety and environment health reporting procedures.

Certification or Licensure Requirements
None Required.

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.

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, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 2/11/2010