
Auburn University Job Description

Job Title: **Mgr, Residential Safety & Health**

Job Family: No Family

Job Code: **EE31**

Grade SR11 \$54,900 - \$93,300

FLSA status: Exempt

Job Summary

Reporting directly to the Assistant Director of Property Management, this position is charged with the management, development, implementation, and continuation of all related safety and health programs. This position is solely responsible for ensuring and maintaining compliance of local, state, and federal regulatory requirements pertaining to Life Safety for 32 residence halls, multiple dining facilities, and numerous ancillary facilities totaling approximately two million square feet. This position oversees the management of all occupational and environmental safety training and compliance for Property Management's 50+ staff members and associated campus partners.

Essential Functions

1. Manages the development, implementation, and oversight of multiple safety and health programs and projects, including all regulatory reporting and associated budget management. Programs include, but are not limited to: code compliance; hazard identification, evaluation, and control; accident and injury prevention; hazardous waste and materials management; emergency preparedness; fire and life safety; industrial hygiene; and environmental regulatory compliance.
2. Institutes monitoring, corrective, and preventive action programs to evaluate conformance with federal, state, local and/or University requirements, policies, and procedures relating to compliance and program management.
3. Oversees the development and implementation of training programs to meet the compliance and safety needs of university personnel and students working and living in areas relevant to safety and health programs.
4. Advises university staff, contractors, and students regarding environmental, health, and safety issues relevant to their work and/or on-campus residency, and provides input to committees regarding compliance issues.
5. Manages the continual development and implementation of Property Management's indoor environmental conditions program, ensuring all properties are maintained in compliance with all state and federal regulatory standards.
6. Oversees the implementation of all life safety training for all Student Housing and Residence Life staff, including professional staff, Area Coordinators, Graduate Assistants, and Resident Advisors at the start of every semester.

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 Business Administration, Mathematics, Accounting or related field.
Experience (yrs.)	5	Progressively responsible and direct Safety & Health experience is required. At least two (2) yrs. experience supervising full-time employees is required. Experience with Auburn University facilities served under the department is desired.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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 (OSHA) regulations, safety and environmental health programming.

Strong working knowledge of all National Fire Sprinkler Association (NFSA) and National Fire Protection Association (NFPA) codes and standards.

Ability to work and effectively communicate with all levels of the organization, including the ability to effectively present and discuss technical information, and respond to questions from leaders.

Strong understanding of local, state, and federal health and safety regulations.

Certification or Licensure Requirements

Valid Driver's License

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 up to 100 pounds.

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No special vision requirements.

Date: 9/23/2022
