

---

## Auburn University Job Description

Job Title:	<b>Coord, Risk Mgt Campus Rec</b>	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	<b>AE56</b>	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Exempt	Level III	Grade 32 \$35,000 - \$58,400

---

### Job Summary

Coordinates and oversees the risk management programs and inspects equipment and facilities for employees and patrons for Campus Recreation.

### Essential Functions

1. Develops and executes a comprehensive recreation risk management plan that ensures programs, buildings, and equipment meet appropriate standards to reduce risk and ensure the safety of patrons and staff.
2. Coordinates with others to determine the risks associated with programs and works to develop and administer effective risk management and safety plans for these programs.
3. Develops procedures and checklists for performing scheduled and periodic risk management and safety checks on all equipment and facilities.
4. Develops equipment and facility inspection plans and surveys designed to ensure compliance with departmental policies and procedures.
5. Provides oversight and training to employees ensuring job required certifications and training is current and up-to-date.
6. Coordinates with University Risk Management and Safety ensuring compliance with all university risk management protocols.
7. Provides equipment and facility risk management training to full time, part time and student staff.

### 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.*

---



---

## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

---



---

## Auburn University Job Description

---

### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

---

Degree in Exercise Science, Recreation Administration, Physical Education, Risk Management or related field

#### Focus of Experience

---

Experience in health and safety regulatory compliance 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.

#### Certification or Licensure Requirements:

CPR (cardiopulmonary resuscitation), AED (automated external defibrillator), and First Aid Instructor 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 handling objects with hands, .

Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, and lifting up to 100 pounds.

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

Date: 5/3/2012

---

