
Auburn University Job Description

Job Title: **Assoc Dir, Env Health&Safety**

Job Family: No Family

Job Code: **EE01**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Directs environmental health, safety, and compliance programs to provide a safe and healthy environment for the Auburn University community.

Essential Functions

1. Directs the development, management, and implementation of policies and programs related to environmental regulatory compliance, hazardous materials storage, use and disposal, and environmental assessment and remediation.
2. Coordinates involvement and communications with department, unit managers, and local support agencies to ensure financial and operational effectiveness of policies and programs.
3. Directs the development and implementation of auditing and corrective action systems to assess the conformance of operations with environmental and hazardous materials regulatory requirements, standard industry practices, and university policies and procedures.
4. Oversees implementation of recommended corrective actions to eliminate or minimize hazardous or potentially hazardous conditions and conditions of non-compliance.
5. Advises others on issues related to environmental compliance, hazardous materials management and environmental control issues relevant to their operations.
6. Directs development and implementation of training programs related to environmental safety and health issues.
7. Manages accounts for hazardous waste disposal and remedial projects to ensure conformance with Auburn University policies and procedures.

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 environmental health and safety regulatory compliance enforcement and business management including budgeting and personnel management

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:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of Occupational Safety and Health Administration regulations, and Federal, State and Local laws related to hazardous materials and waste management.

Certification or Licensure Requirements

None Required.

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

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

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

Date: 9/9/2014
