
Auburn University Job Description

Job Title:	Spec, Environmental Protection	Level I	Grade LC07 \$40,000 - \$64,000
Job Code:	EE24	Level II	Grade LC08 \$45,000 - \$72,000
FLSA status:	Exempt	Level III	Grade LC10 \$54,800 - \$93,200

Job Summary

Performs duties providing professional expertise for a variety of environmental compliance services for Moore, Georgia. Areas of specialization: Hazardous Waste Management, Non-RCRA waste, Clean Water Act Compliance, Clean Air Act compliance and Storage Tank Management.

Essential Functions

1. Conducts and performs site surveys, assessments, inspections and evaluations to ensure regulated facilities and unit or activities are properly managing environmental features of concern. Provides technical guidance to the Ft. Benning and Auburn University community in relation to specialized area.
2. Develops safety programs to ensure site maintains continuous state of compliance, including, federal, state, local and university regulations. Recommends control measures when needed.
3. Provides periodic, annual. Or comprehensive reports for each site visit and the results of such assessments for review, evaluation, and corrective action. Maintain a database of all site visits, inspections, including specific information of the facility, point of contact information, inspection reports, and any other environmental requirements.
4. Proactively seeks new ways to improve overall safety and environmental performance. Recommends actions and solutions for resolving and preventing violations.
5. Designs, conducts, and coordinates training and education in area of specialization.
6. May participate in the chemical and/or hazardous materials emergency response team. Assists with spill cleanup, report spill to proper point of contacts, and file spill reports both internally and externally.
7. May perform other duties as assigned.

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

Bachelor's degree.

Focus of Experience

Experience in developing and administering environmental compliance programs such as hazardous waste, clean water, clean air, or storage tank 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:

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 Hazardous Waste Management, Clean Water Act Compliance, Clean Air Act compliance.

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.

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

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/13/2023
