
Auburn University Job Description

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

Job Family: No Family

Job Code: **EE25**

Grade LC14 \$85,500 - \$162,500

FLSA status: Exempt

Job Summary

The Director, Environmental Health & Safety will drive a campus-wide culture of environmental health and safety and foster an atmosphere in which human health and the university environment are safeguarded through education, regulatory compliance, and natural resource preservation and management. This position will be responsible for managing operation under an existing Intergovernmental Services Agreement (IGSA) between Auburn University and US Army at Ft. Benning.

Essential Functions

1. Manages external client relationship with US Army/Ft Benning including obligations under existing Intergovernmental Services Agreement (IGSA) whereby Auburn University EHS is a service provider providing support for environmental compliance to the installation. Ensures compliance with all existing policies, plans, directives and State and Federal Regulations. Meets all obligations of IGSA including environmental compliance assessments, managing the Installation Central Accumulation Area, conducting environmental education and public outreach, and providing environmental consulting services. Collaborates with and provides support to Research initiatives taking place at Ft Benning under the IGSA. Oversees hiring of staff that meet staffing obligations under the IGSA.
 2. Refines and drives the culture of Environmental Health and Safety programs by designing, developing and implementing core procedures, programs, processes, and systems to ensure compliance with internal and external (local, state and federal) regulatory and safety requirements to eliminate or minimize risks to the University.
 3. Provides technical expertise, strategic leadership, and support to the University and to Ft. Benning operations. Ensures full compliance with federal, state, and local regulations, expectations of funding agencies and accrediting bodies, government programs and policies at both the University and Ft. Benning. Provides leadership, strategic planning and strong subject matter expertise that ensures appropriate Environmental Health and Safety systems, and resources are in place, that the university maintains and builds upon its reputation as a proactive leader in higher education, and assures that the university continuously improves its performance in Environmental Health and Safety. Provides equal level of leadership, strategic planning, and subject matter expertise to Ft Benning operations. Sets vision and strategy, implementation, and communication plan.
 4. Conducts on-going data and risk analyses to trend and identify known and/or emerging Environmental Health and Safety risks and develops mitigation strategies. Identifies and tracks regulatory reform and emerging issues and risks and develops mitigation strategies. Continuously assesses University and Ft. Benning Environmental Health and Safety hazards and risks and provides assistance where specific technical expertise is required to meet regulations, policies, procedures and programs, and environmental health and safety concerns.
 5. Drives the establishment of objectives, plans, standards, procedures, and policies ensuring successful implementation and integration of all phases of Environmental Health and Safety; determines timelines; oversees analysis, budget, communication, and integration; approves business workflow. Establishes Key Performance Indicators/Metrics to define and measure success of the program.
 6. Maintains effective communication with campus units at the University and with Ft Benning to
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ensure compliance with policies and procedures as they impact Environmental and Safety functions. Interprets codes, laws, etc. and provides guidance as necessary. Develop, implement and evaluate programs and procedures that enhance Environmental Health and Safety awareness and compliance with state and country regulations as well as guidelines and policies. Maintain effective relationships with external regulatory agencies. Collaborates with various campus departments. to ensure the safety of students, faculty and staff as well as with Campus Safety Emergency Management to respond to crisis situations.

7. Maintains an organizational structure and staffing to effectively accomplish the goals and objectives of Environmental Health & Safety using a high degree of professionalism and responsiveness. Develops staff; sets goals in training and development, performance, and career planning.
8. May perform other duties as assigned by supervisor.

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 directly related and relevant field.
Experience (yrs.)	10	Experience in environmental health and safety regulatory compliance enforcement and business management. Must include 5 year's experience of Environmental Health & Safety leadership and direct supervisory experience.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of agency, professional and/or industry standards and practices.

Knowledge of applicable laws, rules, regulations and/or policies and procedures including knowledge of applicable safety and environmental health laws and regulations as imposed by OSHA, EPA, ADEM and other agencies.

Demonstrated success designing, directing and managing comprehensive EHS processes and programs in an academic environment.

Ability to practice effective oral and written communication skills with both internal and external contacts and customers.

Knowledge interacting with regulatory agencies, peers, and a university community and to review, evaluate and implement necessary regulatory requirements in a timely manner.

Knowledge of supervisory skills to effectively recruit, train, and motivate staff, and build an effective service-oriented environment. Experience diplomatically dealing with others and skillfully resolve conflicts.

Certification or Licensure Requirements

Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP), Registered Environmental Manager (REM), and/or Certified Hazardous Materials Manager (CHMM).

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.

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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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 3/7/2022

