Auburn University Job Description

Job Title: Mgr, Env Health & Safety
Job Code: EE26
FLSA status: Exempt

Job Summary
Manages the development and implementation of a variety of environmental compliance services for Fort Benning, Georgia, including Hazardous Waste Management, Clean Water Act Compliance, Clean Air Act compliance, and a variety of environmental educational and training services.

Essential Functions
1. Manages the development and implementation of one or more environmental programs and projects including oversight of compliance and regulatory reporting.
2. Supervises a team of environmental specialists and technicians and advises staff regarding environmental, health, and/or safety issues relevant to their work.
3. Institutes monitoring, corrective, and preventative action programs to evaluate conformance with federal, state, local and/or University requirements and/or policies and procedures relating to compliance and program management.
4. Performs regular inspections to ensure accuracy and integrity of data and operations.
5. Oversees the development and implementation of training programs to meet the compliance and safety needs of personnel working in areas relevant to safety and health programs.
6. Assists with data entry and data review to track and drive progress with compliance and best practices. Ensures all required reports are completed and submitted as required.
7. May conduct inventory and maintain supplies to support programs and projects.
8. Assists in reviewing and updating various programs, policies, and training materials in accordance with University, local, state, and federal guidelines.
9. Support staff and personnel development for goal alignment, prioritization of work and coaching for effective performance.

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

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<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tr>
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<td>Four-year college degree</td>
<td>Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a related field.</td>
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<th>Experience (yrs.)</th>
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<td>Experience in managing environmental compliance programs such as hazardous waste, clearn water, or clean air.</td>
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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.

Minimum Required Knowledge
Knowledge of Hazardous Waste Management, Clean Water Act Compliance, or Clean Air Act.

Experience conducting field work related to safety and/or environmental audits and inspections.

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 sitting, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, 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: 3/8/2022