



**JOB INFORMATION**

|                       |                          |
|-----------------------|--------------------------|
| Job Code              | EE26                     |
| Job Description Title | Mgr, Env Health & Safety |
| Pay Grade             | LC11                     |
| Range Minimum         | \$65,430                 |
| 33rd %                | \$82,880                 |
| Range Midpoint        | \$91,600                 |
| 67th %                | \$100,330                |
| Range Maximum         | \$117,770                |
| Exemption Status      | Exempt                   |
| Approved Date:        | 2/13/2025 11:22:31 AM    |

**JOB FAMILY AND FUNCTION**

|               |                           |
|---------------|---------------------------|
| Job Family:   | Legal, Compliance & Audit |
| Job Function: | Risk Management           |

**JOB SUMMARY**

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

**RESPONSIBILITIES**

- Manages the development and implementation of one or more environmental programs and projects including oversight of compliance and regulatory reporting.
- Supervises a team of environmental specialists and technicians and advises staff regarding environmental, health, and/or safety issues relevant to their work.
- 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.
- Performs regular inspections to ensure accuracy and integrity of data and operations.
- 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.
- 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.
- May conduct inventory and maintain supplies to support programs and projects.
- Assists in reviewing and updating various programs, policies, and training materials in accordance with University, local, state, and federal guidelines.
- Support staff and personnel development for goal alignment, prioritization of work and coaching for effective performance.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

|                            |                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

### MINIMUM EDUCATION & EXPERIENCE

| Education Level     | Focus of Education           |     | Years of Experience | Focus of Experience                                                                                          |    |
|---------------------|------------------------------|-----|---------------------|--------------------------------------------------------------------------------------------------------------|----|
| Bachelor's Degree   | with no specific discipline. | and | 6 years of          | experience in managing environmental compliance programs such as hazardous waste, clean water, or clean air. | Or |
| Associate's Degree  |                              | and | 8 years of          | experience in managing environmental compliance programs such as hazardous waste, clean water, or clean air. | Or |
| High School Diploma |                              | and | 10 years of         | experience in managing environmental compliance programs such as hazardous waste, clean water, or clean air. |    |

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|                                                                                                 |  |
|-------------------------------------------------------------------------------------------------|--|
| 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. |  |

### MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required.          |                                |            |                  |

### PHYSICAL DEMANDS & WORKING CONDITIONS

|                            |       |
|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

### PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        |              | X          |            |        |
| Stooping/ Kneeling/ Crouching |       |        |              | X          |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

# WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        |              | X          |            |
| Extreme heat           |       |        |              | X          |            |
| Humidity               |       |        |              | X          |            |
| Wet                    |       |        |              | X          |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.