



DATE ISSUED: 06/07

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Radiation Safety Officer

JOB SUMMARY

Plans and supervises a radiological health surveillance and education program within recognized standards and codes. Performs varied and complex administrative duties requiring independent judgment and the application of policies and procedures as set by the Administration, Radiation Safety Committee, and applicable state and federal law. Work is performed under the supervision of the Associate Vice President of Facilities Management and Construction and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President, Facilities Management and Construction

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Consults with staff personnel on the use of radioactive materials or a radiation producing device, disseminating radiation safety information.

Provides technical information in the interpretation of accepted standards and codes.

Conducts seminars for persons using radio nucleotides.

Inspects facilities and equipment for compliance with existing rules and regulations.

Monitors overall radiation protection for the university.

Provides radiation work as required.

Disposes of irradiated waste.

ADDITIONAL DUTIES

Coordinates with Radiation Safety Committee to establish and improve radiation safety standards.
Performs other duties as requested.

EDUCATION

Bachelor's degree in Health, Physics or related field.

EXPERIENCE

Three years of job related experience. Additional job related education may substitute for required experience on a year-for-year basis.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record. Registration as Professional Engineer preferred.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.