
Auburn University Job Description

Job Title: **Radiation Safety Officer**

Job Family: No Family

Job Code: **EE33**

Grade LC11: \$59,500 - \$107,100

FLSA status: Exempt

Job Summary

The Radiation Safety Officer serves as highest-level subject matter expert in Health Physic (Radiation Safety) and Laser Safety, and provides oversight for a comprehensive Radiation Protection Program and Health Physics operations, to ensure the safe and effective use of radiation and radioactive materials in an academic setting for research and development, animal care, diagnosis and treatment, and achieve optimum regulatory compliance.

Essential Functions

1. **Laboratory Safety Program Management:** Develops, manages, and implements policies and programs related to Radiation Safety. Monitor effectiveness of Radiation Safety programs and pursue continuous improvement. These programs are designated to monitor, inspect, and ensure compliance with corrective or preventative actions to mitigate or prevent exposures to radiological materials. Manages accident and incident resolutions through investigations, recommendation of corrective or preventive measures, and the development or implementation of programs needed to reduce or eliminate the probability of a re occurrence.
 2. **Radiation Safety Consultation, Training, Outreach, and Customer Service:** Advises and consults with University administrators, faculty, and staff regarding Radiation Safety issues, programs, and services. Establishes and maintains effective working relationships with Laboratory Safety stakeholders. Leads or coordinates effective communication and outreach efforts with stakeholders and the university community as needed to promote important Radiation Safety information and initiatives. Applies a strong customer service ethos to all Laboratory Safety Program functions and interactions with stakeholders. Manages the development and implementation of educational, training, and outreach programs to provide faculty, staff, and students opportunities to become informed and understand their respective Radiation Safety responsibilities. Provides in-depth technical guidance to the University community in radiation safety and compliance programs and policies, including radioactive materials, radiation-generating devices, lasers, and the University Radiation Safety Manual (RSM).
 3. **Personnel Management:** Supervises Radiation Safety specialists and technicians. Assigns and reviews work, provides feedback, and counsels in matters of AU policies and rules. Assesses employee's performance and provides guidance for professional development. Recruits and hires new employees as needed.
 4. **Strategic Planning:** Develops and maintains applicable reports and metrics related to Radiation Safety. Develops and implements strategic goals and objectives for the radiation safety program through planning, understanding needs and priorities, setting goals and objectives, and monitoring progress of strategic planning initiatives. Ensures that the strategic goals of the Radiation Safety align with the University Strategic Plan.
 5. **Departmental Projects and Initiatives:** Participates in projects or assignments that impact multiple Departmental units and contribute to the efficiency, effectiveness, and positive branding of RMS. Works with other RMS program staff to ensure compliance actions and operations are implemented in accordance with approved procedures, regulatory requirements, and best management practice.
 6. **Regulatory Compliance and Radiological Security:**
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Manages compliance with the Alabama Department of Public Health (ADPH) and act as a liaison with ADPH during inspections to ensure effective implementation of a broad scope radioactive materials license and other specific licenses for research and medical uses in accordance with regulations and approved license conditions. Provides oversight in maintaining state licenses to use radioactive materials through preparation and submission of comprehensive applications for license renewal and amendments as required by regulations. Implements new radiation safety and security regulations and requirements and develop and submit amendments, renewal applications, and updated plans related to the university's radioactive materials licenses and related documents and plans.

7. **Radiological Safety:**
Identifies appropriate safe practices and conduct surveillance of all radiation safety activities and find effective, practical solutions to ensure the protection of individuals, public health, and the environment. Directs radiological surveys of campus laboratories to determine compliance with State and University radiation safety standards; enacts necessary corrective actions and implement changes to reduce or eliminate radiation hazards. Investigates all incidents and deviations from approved radiation safety policies, procedures, and practices to implement corrective actions as needed. Oversees the radioactive waste management program; approves ordering and receiving, processing, and dispensing of decayed radioactive materials, and maintaining the records for compliance purposes.
8. **Radiation Safety Committee:**
Serves as Secretary of the Radiation Safety Committee (RSC) and facilitate the performance of RSC duties including monitoring of occupational doses to be as low as reasonably achievable, approval or disapproval of authorized users, approval, or disapproval of the method of use of radioactive materials, and approval or disapproval of procedures and radiation safety program changes for licensing actions. Review protocols for radiation use in research with human subjects, identify necessary radiation safety measures, and advise the radiation safety committee as part of protocol approval process.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Health Physics, Environmental Science, Health & Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry, or a non-science degree with a focus on professional development in the radiation safety field. Masters degree, is desired.
Experience (yrs.)	4	Experience in developing, planning, coordinating, and managing all aspects of a comprehensive radiation safety program, with personnel supervision. Experience in Radiation Safety regulatory compliance programs. Professional experience in a research-intensive academic setting is desired.

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 organizational, analytical and interpersonal communication skills.

Certification or Licensure Requirements

Certified Health Physicist (CHP)- The American Board of Health Physics, Registered Radiation Protection Technologist (RRPT)- The National Registry of Radiation Protection Technologists, Certified Laser Safety Officer (CLSO)- The Board of Laser Safety, is desired

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, talking, hearing, and lifting up to 50 pounds.

Job occasionally requires sitting, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 100 pounds.

Vision Requirement: Ability to see information in print and/or electronically and to distinguish colors.

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Date: 11/16/2022

