



**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

### ***ESSENTIAL 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 respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment. The noise level is usually moderate to loud.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*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:** \_\_\_\_\_

**Printed Employee Name:** \_\_\_\_\_

***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, gender, sex,***

*Radiation Safety Officer  
Date Issued: 06/07  
FLSA: Exempt  
PTO: VCS*

***sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

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