



University System of Maryland Job Class Specification

TITLE: RADIATION SAFETY ASSISTANT
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: C-194051

JOB CODE: N11RSU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: ENV

APPROVED BY:
Chancellor's Designee:
James Sansbury, Acting Director Human Resources

EFFECTIVE DATE: 09/15/2005

JOB SUMMARY

Under direct supervision, assists with a wide range of routine assignments related to the possession and use of radioactive materials and radiation producing devices. This involves data collection, field work, evaluations, sample analysis, research and training.

PRIMARY DUTIES

1. Assists in evaluating the utilization of radioactive materials and radiation producing devices. This involves visual observation, shielding evaluation, and measurements such as contamination and exposure assessments (e.g., wipe test surveys).
2. Assists in field testing to assess hazards through the operation of common analytical equipments such as portable survey meters.
3. Collects samples such as biological specimens or air and waste water to evaluate personnel exposure and compliance with regulations.
4. Assists in developing and presenting training programs on safe and effective uses of radioactive material and radiation producing devices such as ALARA (As Low As Reasonably Achievable) principles, federal and state regulations and safe work practices.
5. Assists in the preparation of mandatory federal and state reports such as radiation dosimetry records, radiation source, and materials inventories.
6. Participates in institutional response to emergency situations.
7. Calibrates radiation detection instruments and equipment.
8. Assists in maintaining inventories of radioactive materials and supplies and in maintaining inventory and dosimetry records.

N11RSU - SYSTEMWIDE - RADIATION SAFETY ASSISTANT

Page 2

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelors degree.

EXPERIENCE:

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to read, comprehend, and apply federal, state, and local radiation protection regulations, codes, and requirements; to prepare technical reports and analyses and maintain required records; to learn and apply evaluation/survey techniques including the use of environmental sampling devices and analytical equipment; to establish and maintain effective working relationships with faculty, staff, and students; to communicate effectively both orally and in writing; to operate computers and other standard office equipment; to work in, on, around, under and over fixed equipment and machinery; to lift and transport assigned tools and equipment; to operate a variety of detection and measurement devices such as portable survey instruments and liquid scintillation counters; to work in hazardous or irritating environments; to work with hazardous materials; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Employees in this job class may be required to be available for emergency response at any time and to use their personal automobile while conducting official business. Employees may be required to obtain a Commercial Driver's License (with Hazardous Materials Endorsement) and a State of Maryland CHS (Controlled Hazardous Substance) Vehicle Operator's Certificate and to be trained to work with asbestos, radioactive, and hazardous materials. If required to obtain a Commercial Driver's License, employees will be subjected to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations. Employees may also be required to obtain special training and/or certification needed to fulfill the duties of the position, e.g., x-ray machine certification and incinerator operator certification. Employees in this job class may be subject to pre-employment and random drug testing. Offers of employment may be contingent on applicant obtaining medical clearance by university approved medical staff.