



THE UNIVERSITY of
MISSISSIPPI

JOB DESCRIPTION

Radiation Protection Specialist

Definition of Class

This is a non-supervisory position in which the incumbent coordinates and oversees the management of a comprehensive radiological safety program and assists in the management of other safety concerns for the University. Incumbent reports directly to the Health and Safety Officer.

Examples of Work Performed

Provides technical assistance to faculty, staff, and administration on radiological safety and health physics.

Reviews and approves all proposals, protocols, and applications involving the use of radioactive materials and/or radiation generating devices, notifies the Health and Safety Officer of current activities and/or problems involving radioactive materials and/or radiation generating devices.

Performs radiological surveys at regular intervals in all facilities using radioactive materials and/or radiation generating devices. Inspects, classifies, and approves all locations where radioactive materials are to be used, de-classifies locations and equipment where radioactive materials were formerly used.

Investigates and reports on hazards concerning biological, chemical, radiological, and occupational health.

Maintains inventory of radioactive materials possessed by the University; maintains waste disposal records and other required records and documentation; procures, receives, and distributes all radioactive materials arriving at or departing from the University; and performs inspections and/or leak tests on all radioactive materials upon receipt.

Inventories, maintains and calibrates measurement devices, radioactive generating devices and other equipment used with radioactive materials.

Distributes monitoring equipment to determine exposure levels, maintains dosimetry records for all users, and distributes exposure summaries to each user on a yearly basis and upon request.

Maintains licenses and registrations with the Mississippi State Department of Health, including evaluating the adequacy and preparation of new license applications.

Trains and tests prospective users of radioactive material and/or radiation generating devices.

Reviews qualifications and grants authorization to personnel requesting to use radioactive materials and/or radiation generating devices, and notifies the Radiation Safety Committee of changes in status regarding authorized personnel, lab classifications, and all other activities involving Radioactive Materials and /or Radiation Generating Devices.

Responds to accidents or spills concerning biological, chemical, or radiological materials as needed in emergency situations.

Assists in other areas of the Department of Health and Safety as needed or requested.

Reviews all activities involving the use, storage or transport of radioactive materials and/or Radiation Generating Devices with regard to compliance with appropriate federal, state and University regulations.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs radiological surveys.
2. Investigates and reports on hazards concerning biological, chemical, radiological and occupational health.
3. Provides technical assistance on radiological safety and health physics.
4. Maintains inventory of radioactive materials, measurements, devices, and other related equipment.
5. Coordinates and oversees the shipping of hazardous materials on common carriers.
6. Coordinates emergency response concerning radiological, biological or chemical accidents.
7. Reviews and approves all use of radiological materials and/or radiological generating devices.
8. Distributes monitoring equipment and maintain Dosimetry records for all users.
9. Maintains licenses and registrations with appropriate Federal and State agencies.
10. Trains and tests prospective users of radiological materials and/or radiation generating devices.
11. Reviews qualifications and grants authorization to all personnel requesting to use radiation materials or radiation generation devices.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Human Resource Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 100 pounds.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to walk or sit. The incumbent is occasionally required to stand; use hands to finger, handle or feel objects, tools or controls; climb or balance, stoop, kneel, crouch or crawl; and reach with hands and arms.

Experience/Educational Requirements:**Education:**

Bachelor of Science degree from an accredited four-year college or university.

AND

Experience:

Two years of experience related to the above described duties.

Substitution Statement:

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements

Any candidate who is called for an interview must notify the Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/15/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer." The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.