Georgia State University

Job Specification

Job Title: Radiation Safety Officer, Senior

BCAT Code: 09NU08
Pay Grade: G19
Effective Date: January 1, 2008
FLSA Status: Exempt
Revision Date: July 1, 2013

General Description
Develops, implements, and manages a comprehensive Radiation Safety Program to facilitate campus research initiatives and to protect faculty, staff, students, visitors and the environment from the adverse effects of research involving radiation and radioactive materials. This is the highest officer level in the Radiation Safety Officer series. Duties are performed under minimal supervision.

Examples of Duties
- Identifies and evaluates occupational exposures and hazardous conditions; recommends controls to eliminate and/or minimize employee health risks in laboratories and related facilities.
- Investigates incidents in which personnel exposure to radiation is anomalous and/or exceeds permissible limits; responds to laboratory and research facility emergencies involving radiation and radioactive material.
- Conducts incident investigations; provides incident reports; develops and implements corrective action measures as needed.
- Provides radiation safety training to faculty, staff and students.
- Assists the Radiological Protection Committee Chairperson on scheduling meetings, drafting agendas, and maintaining the committee meeting minutes.
- Establishes and maintains records, reports, documents, license amendments, and other records as required by regulatory agencies.
- Manages, inspects, and evaluates safety compliance applicable to laser use.
- Maintains the University radioactive material license and all other related documents.
- Provides expertise and support to the Office of Research Integrity regarding research involving radiation and radioactive materials.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable federal, state, and local laws, regulations, codes and guidelines related to research involving radiations and radioactive material.
- Knowledge of word processing, spreadsheets, and database software.
- Ability to wear and use appropriate personal protective equipment (PPE).
- Ability to work under pressure and handle stressful situations.
- Ability to manage a budget.
- Ability to direct the work of others and to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Master’s degree in Physics, Biology, Public Health or a related field and five years of related experience; or a combination of education and related experience. Certification as Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP), and/or Certified Health Physicist (CHP) preferred. Experience in an academic setting preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.