



# *The University of Mississippi*

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## **JOB DESCRIPTION**

### **Radiation Safety Coordinator**

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#### **Definition of Class**

This is a non-supervisory position in which the incumbent coordinates and participates in the management of radiological safety and assists in the management of other safety concerns of the Department of Health and Safety. 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 Sub-Committee of changes in status regarding authorized personnel, lab classifications, and any other activities of the Radiation Safety Office.

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.

Operates and maintains the University Incineration on a weekly basis for appropriate disposal of biological and radiological materials.

Reviews all applications, prior to approval and acceptance, for incineration of locally produced burnable wastes.

Advises all waste generators of applicable federal, state and University regulations governing the packaging, temporary storage, and final incineration of all locally generated burnable wastes.

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. Operates and maintains the University incinerator.
- 6. 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 maintains 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.
- 12. Reviews applications for and advise waste generators of burnable waste to appreciate Federal, State and University regulations.

### **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:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area up or down, left or right, while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships as to see objects where and as they actually are.

**Color Vision:** Ability to identify colors.

**Accommodation:** Ability to adjust focus.

**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's 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 education and related experience may be substituted on a basis set forth by the Department of Human Resources.