***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Officer, Radiation Safety Assistant**

Job Family: Environmental Health & Safety Sub Family: Safety - Radiation

**Job Summary:**

Position Summary:

The Assistant Radiation Safety Officer reports to senior management and strategically implements radiation safety programs to ensure a safe work environment and to achieve compliance with the University's environmental, health, and safety.

**Essential Functions:**

* May supervise Lead Health Physicist and one or more Health Physicists. Oversees workflow of less experienced Radiation Safety personnel and provides to them training in radiation safety related activities and program development.
* Assists in developing and implementing strategic objectives for Radiation Safety at UMB. Work with staff to develop and implement radiation safety program and Environmental Health and Safety objectives. Oversees projects and day-to-day work of staff.
* In absence of the Radiation Safety Officer, serves as the back-up Radiation Safety Officer (RSO) for the University’s Broadscope license with the Maryland Department of the Environment for basic research and human use. Duties include: submits amendments.
* Assists Radiation Safety Officer in preparing reports and serves as subject matter expert and voting member for the radiation safety committee and subcommittees.
* Performs safety inspections of radiation facilities and environmental surveys such as air monitoring and analysis; monitors personnel for radioactive exposure and calibrates/maintains relevant instrumentation for campus and partner institutions.
* Manages compliance with the federal, state, and University regulations, policies, and procedures governing radiation safety. Reviews research protocols for human use and basic research. Assigns reviews to radiation safety subcommittee members.
* Manages audits and manages radiation safety records and oversees accurate completion and filings of reports and documentation of radiation safety program for basic research and human use. Presents analysis of report data at radiation safety and subcommittes.
* Manages development and deliverance of ongoing in-service training to faculty and departmental support staff. Researches and identifies new areas for training. Develops and distributes literature and training materials for use in classes and laboratories.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in health physics, medical physics, nuclear engineering, or other science related field

Experience: Five (5) years progressive work experience in radiation safety.

Supervisory:

Licensure/Certification: Radiation-Producing Machine Inspector License preferred.

Certification by a recognized specialist board such as the American Academy Board of Health Physics (ABHP) as a Certified Health Physicist (CHP) is preferred

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1109G

SOC Code: 299011 IPEDS: Healthcare

EEO6 Code: Professional State Code: 9533004

USM eCode: E40110 AAP Code: 3A