***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**

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

**Job Summary:**

The Radiation Safety Officer is responsible for planning, organizing, developing, and managing all aspects of a comprehensive radiation safety program. The Radiation Safety Officer ensures regulatory compliance within the university, the affiliated medical guidelines.

**Essential Functions:**

* Serves as Radiation Safety Officer and acts as the university qualified expert with the State of Maryland Department of the Environment to ensure effective implementation of a broad scope radioactive materials license and other specific licenses for research.
* Provides leadership to staff to achieve goals and vision of Environmental Health and Safety and the day-to-day operations. Responsible for direct supervision, hiring and retaining staff, career coaching, professional development and accountable for the person.
* Develops and implements strategic objectives for the radiation safety program. Develop and direct the long- and short-term planning to meet business objectives contributing to the University.
* Develops, approves, reviews, and implements radiation safety program policies and procedures for the safe use of radioactive materials, ionizing radiation, and radiation-producing machines and equipment at the university, the affiliated medical center.
* Serves on the radiation safety committee and subcommittees and facilitates the performance of their duties including monitoring of occupational doses to be as low as reasonably achievable, approval or disapproval of authorized users, approval or disapproval.
* Oversees accurate completion and filing of reports and documentation required by regulatory agencies.
* Works directly with research and clinical users of radioactive materials to identify appropriate safe practices and conducts surveillance of all radiation safety activities. Investigates all incidents and deviations from approved radiation safety policies.
* Manages a University-wide non-ionizing radiation safety program and laser safety program.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Five (5) years of progressive work experience in radiation safety with at least two (2) years in regulatory desigtion of radiation safety officer for research or medical use of radioactive materials.

Supervisory: Two (2) years of direct supervision experience and responsibility for training, work coordina tion, and monitoring work of others.

Licensure/Certification: Certification by a recognized specialist board such as the American Academy Board of Health Physics (ABHP) as a Certified Health Physicist (CHP).

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: E1104H

SOC Code: 299011 IPEDS: HlthTechs

EEO6 Code: Executive/Admin/Managerial State Code: 9533004

USM eCode: E24110 AAP Code: 1C