**Classification Specification for Unclassified Service**

**Title:** Radiation Safety Specialist

**Pay Scale Group:** 15

**Essential Function**
Under general supervision from a designated administrator, audit radioactive material authorizations; provide radiation worker training and technical assistance for all radiation safety matters.

**Characteristic Duties**
- Oversee the health physics of a segment of the Radiation Control and Safety Program (i.e., supervise surveys and health physics practices, audit radioactive material authorizations; provide radiation worker training and technical assistance for all radiation safety matters).
- Keep abreast of current radiation safety regulations and advise the appropriate personnel of any governmental or University policy violations.
- Perform necessary analysis/evaluations and make recommendations to ensure compliance with regulatory requirements and good health physics practices involving non-medical use of radioactive materials.
- Review construction projects to ensure compliance with radiation safety issues.
- Provide radiation safety training to the University community and others as needed.
- Supervise the overall Radioactive Waste Management System operation (including waste pickup, decay-in-storage, incineration, sewer disposal and inventory verification).
- Assist in the oversight of radiation monitoring, radiation generating equipment and radioactive material inventory.
- Supervise the receipt of radioactive materials (i.e., review incoming shipment records and troubleshoot problems); assist in the administration of radioactive material inventory and maintenance of the computer database system.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

**Minimum Qualifications**
- Bachelor’s degree in Life or Physical Science with three (3) years experience. Bachelor’s degree in Health Physics or related, no experience required. Must successfully complete a departmentally administered exam. Must obtain within three (3) months of hire and maintain Trustworthy & Reliable status as outlined by the Ohio Department of Health Bureau of Radiation Protection.
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Career Path

- A Radiation Safety Specialist will be eligible for promotion to Sr. Radiation Safety Specialist after three (3) years provided the employee has good performance evaluations, satisfactorily complete probation; demonstrate an ability to perform at that level, complete the required education and training program and meet the minimum qualifications of the position.

Last updated: April 2012