**Assistant Health Physicist I Standard Job Description**

**Classification Title:** Assistant Health Physicist I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Minimum Pay:** $22.99

**Job Description Summary:**

The Assistant Health Physicist I, under supervision, performs routine tasks, such as radioactive material package delivery, contamination surveys, and excess radioactive material removal.

**Essential Duties and Tasks:**

**40% Radioactive Material Management**

* Receives radioactive materials for the campus; at check-in, materials are inventoried, metered, packaged, and delivered to specific locations across campus.
* Performs inventory verification and radiation and/or contamination surveys under supervision.
* Responds to radiological incidents as necessary; coordinates emergency response and provides technical expertise.

**20% Administrative Support and Documentation**

* Receives and signs for all incoming packages for Environmental Health and Safety (EHS) and notifies recipients.
* Processes invoices for payments and maintains all license, dosimetry, and permit files.
* Makes recommendations for process improvement to file maintenance.

**20% Inspections and Follow-Up Activities**

* Assists in performing radiological inspections at remote sites using radioactive materials; provides expertise to ensure inspections meet standards.
* Schedules and performs remote-site RAM inspections; assists with follow-up activities for lab inspections.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Associate degree or 60 hours of college credit in a related discipline in Science, Engineering, Health Physics, Nuclear Engineering Technology, or any equivalent combination of education and experience.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of environmental safety and health rules, regulations, and standards.
* Knowledge of Radiation Survey Instruments (LSC), and meters/sampling equipment.

**Machines and Equipment:**

* Computer
* Telephone
* Calculator

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**