**Director and Radiological Safety Officer Standard Job Description**

**Classification Title:** Director and Radiological Safety Officer

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Minimum Pay:** $192,508.48

**Job Description Summary:**

The Director and Radiological Safety Officer, under general direction, leads crucial operations such as planning and directing activities, and establishing and maintaining effective radiological safety programs to provide a safe and healthy environment for students, faculty, staff, and visitors. Responsible for directing, leading and ensuring that the radiological safety programs are in compliance with state, federal and with Texas A&M University System (TAMUS) guidelines and regulations. Responsible for serving as the Radiological Safety Officer.

**Essential Duties and Tasks:**

**40% Oversight of Radiological Safety Programs**

* Oversees the planning and directing of radiological safety programs designed to promote a safe workplace and healthy environment for faculty, staff, students, and visitors.
* Establishes and maintains an effective safety program in the area of radiological safety to provide a safe and healthy environment for the community.
* Manages multiple radioactive material licenses and registration for radiation-producing devices to ensure compliance.
* Oversees the use of radioactive materials at facilities through management of licensing, laboratory surveys, inspections, and waste management programs.

**20% Regulatory Compliance and Training**

* Ensures that programs are in compliance with State and Federal regulations, as well as the regulations and goals of the institution.
* Manages the radiation safety training program to ensure that only authorized, qualified individuals work with radiation.
* Supervises and trains employees to maintain a qualified staff that supports departmental operations.

**10% Consultation and Program Development**

* Provides consultation and advice to users of radioactive materials and radiation-producing equipment.
* Works with leadership in the development, implementation, and maintenance of policies and objectives related to radiological safety.
* Evaluates the impact of new or proposed regulations on existing services, procedures, and programs, and communicates that information as appropriate.

**10% Committee Representation and Meetings**

* Represents Environmental Health and Safety to administrators, committees, outside agencies, and the public regarding radiological safety matters.
* Facilitates and serves on the Radiation Safety Committee, organizing meetings and supporting audits.
Promotes existing and new programs and policies related to radiological safety.

**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:**

* Master’s degree in Health Physics, Nuclear Engineering, Nuclear Science, Radiological Health, Radiological Protection, or Radiological Science, or equivalent combination of education and experience.
* Ten years of experience in radiological safety or related.

**Required Licenses and Certifications:**

* American Board of Health Physics certification.

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders.

**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**