 **Radiation Safety Specialist I Standard Job Description**

**Classification Title:** Radiation Safety Specialist I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Minimum Pay:** $65,506.67

**Job Description Summary:**

The Radiation Safety Specialist I, under general supervision, performs specialized tasks requiring advanced professional knowledge of radiation safety, and is responsible for supporting radiation and laser safety and compliance.

**Essential Duties and Tasks:**

**30%: Radiation/Laser Inspections and Installations**

* Assists with X-ray/accelerator inspections and surveys and/or laser inspections for safety and compliance.
* Assists with the establishment and setup of laboratory facilities containing radiation-producing devices and/or lasers, ensuring proper installation and safety measures are in place.

**20%: Permitting, Dosimetry, and Decommissioning**

* Assists with the radiation monitoring program, including the distribution and return of dosimetry.
* Assists with requests for X-ray permits and permit verification reports, ensuring compliance with applicable regulations and guidelines.
* Assists with the decommissioning process of X-ray machines and lasers, following appropriate protocols.

**15%: Remote Site Inspections and Support**

* Assists with inspections and evaluations at remote sites to assess compliance with radiation safety regulations and guidelines.
* Supports the overall radiation-producing device program and/or laser program.

**15%: Record Keeping and Inventory**

* Offers occasional support for radioactive material inventory, leak checks, receipt, transfer, and disposal in compliance with regulations.
* Provides summaries for radiation safety committee meetings.
* Performs record-keeping duties, ensuring relevant information is logged with all necessary details.
* Performs X-ray, accelerator, and/or laser inventory, ensuring accurate records are maintained.

**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:**

* Bachelor’s degree or equivalent combination of education and experience.
* No experience required.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Phone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**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**