 **Radiation Safety Specialist II Standard Job Description**

**Classification Title:** Radiation Safety Specialist II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $75,332.67

**Job Description Summary:**

The Radiation Safety Specialist II, under general supervision, performs complex 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%: Site Assessments, Program Support, and Record-Keeping**

* Conducts remote site visits for inspections and evaluations of radioactive materials, X-rays, and lasers and assesses compliance with radiation safety regulations and guidelines.
* Supports the overall radiation-producing device program and/or laser program. Provides summaries for radiation safety committee meetings.
* Performs record-keeping duties, ensuring relevant information is logged with all necessary details.

**20%: Complex Inventory and Inspection**

* Performs complex X-ray, accelerator, and/or laser inventory, ensuring accurate records are maintained.
* Conducts X-ray/accelerator inspections and surveys and/or laser inspections for safety and compliance.
* Offers occasional support for radioactive material inventory, leak checks, receipt, transfer, and disposal in compliance with regulations.

**15%: Radiation Monitoring and Safety Support**

* Contributes to the radiation monitoring program by distributing and returning dosimetry for personnel and areas around radioactive materials or X-rays.
* Provides radiation safety support for veterinary and human use X-ray units.

**15%: Permitting, Hazard Analysis, and Decommissioning**

* Supports requests on X-ray and laser permits, permit verification reports, and renewals.
* Assists with laser hazard analysis and provides recommendations to laser users.
* Performs X-ray machine or laser decommissioning, ensuring that appropriate protocols are followed.

**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 any equivalent combination of education and experience.
* Two years of experience in a radiation health and safety related field.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Phone
* X-Ray Equipment
* Radiation Equipment

**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**