

The University of Texas at San Antonio

Job Description

Job Title: Radiation and Laser Safety Coordinator
Code: 6620
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Environmental Health, Safety and Risk Management/Business Affairs
Reports To: Laboratory Safety Manager

Summary

- Function: To provide coordination for institutional Radiation Safety and Laser Safety Programs and to ensure regulatory compliance in the use of radioactive materials and other sources of radiation.

- Scope: Responsible for coordinating the Radiation and Laser Safety Programs and for providing technical assistance to departments and personnel using radioactive materials and ionizing and non-ionizing radiation and for operational oversight in safety policies and procedures for the safe use and control of hazardous materials at all UTSA campuses and owned or operated facilities.

Duties

- Typical:
 1. Assists the Radiation Safety Officer (RSO) in monitoring and analyzing regulatory developments and determining appropriate operational adjustments in procedures and licensing amendments/authorizations.
 2. Assists the RSO in preparing filings and correspondence for activities subject to regulatory review, and recordkeeping requirements of the radiation and laser safety program.
 3. Maintains an inventory of radioisotopes based on isotopes delivered and waste removed.
 4. Maintains an inventory and registration process for all high powered lasers, x-ray, and other radiation producing machines regulated by the State of Texas.
 5. Periodically inspects laboratories for radioisotope use, radiation-producing machines, lasers, chemical, biological and other hazards. Reviews and reports on the safe use of hazardous materials and laboratory instruments/machines.
 6. Reviews and approves purchases and transfers for shipments of individual packages of radioisotopes. Monitors and delivers packages.

7. May collect radioactive waste from laboratories. Stores and disposes of short-lived waste and ships long-lived waste for permanent disposal. Reviews and monitors waste records for accuracy in record keeping.
 8. Assists RSO in reviewing and recommending user authorization requests to the UTSA Radiation and Laser Safety Committee.
 9. Assists with radiation safety and machine safety training.
 10. Attends Radiation and Laser Safety Committee meetings and provides support and review as requested.
 11. Assists in conducting investigations related to laboratory safety hazards and incidents.
 12. Performs other duties as assigned.
- Periodic:
 1. Performs yearly Radiation Protection Audit and review with the RSO.
 2. Works as a team member in the daily operation of the Office of Environmental Health, Safety and Risk Management.
 3. Attends conferences, workshops and meetings to maintain current knowledge of safety techniques, regulatory requirements and professional certifications.

Education

Required	Preferred
Bachelor of Science degree in a related field such as Applied Science, Environmental Science, Biology, Chemistry, Physics, Industrial Hygiene, Engineering or Safety from an accredited institution.	Master of Science degree in a related field such as Applied Science, Environmental Science, Biology, Chemistry, Physics, Industrial Hygiene, Engineering or Safety from an accredited institution
At the department's discretion, an Associate's degree in a discipline listed above with 2 years of directly related experience may be substituted for a Bachelor's degree.	

Other Requirements

Required	Preferred
Knowledge of regulations and standards associated with the Texas Department of State Health Services, Bureau of Radiation Control and supporting documents issued by the U.S. Nuclear Regulatory Commission.	Current OSHA 40 Hour HAZWOPER Training. Professional certification, such as: ASP/CSP, CHMM, CIH, NRRPT, CHP, or CLSO.
Ability to qualify by medical evaluation to wear appropriate respiratory protection.	
Ability to lift 40 pounds with or without reasonable accommodation.	
Valid Class C Texas Driver's license.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of experience in radiation safety, radiological health, chemical safety, biological safety, laser safety and/or environmental safety including a minimum of two years of experience in radiation safety or radiological health.	N/A

Equipment

Required	Preferred
Personal computer, Microsoft Office Suite, and standard office equipment.	N/A
Radiological and laser monitoring equipment.	
Personal protective equipment to include air purifying respirator, protective gloves, protective shielding, and self-contained breathing apparatus (SCBA).	
Various material handling equipment, detection meters, analyzers and counters.	

Working Conditions

Usual	Special
Normal office and laboratory conditions.	Occasional evening and weekend hours.
Exposure to research and experimentation hazards involving mechanical, electrical, chemical, bio-hazards, fire, and radiation.	May participate as a voluntary member of the UTSA HAZMAT team if qualified by medical evaluation and completion of specialized training.
Physical ability to sit, walk, kneel, bend, crawl and climb.	May include prolonged work in outdoor conditions.

Supervision

Received	Given
General supervision from designated supervisor with a broad latitude for individual initiative.	May directly or indirectly supervise staff on a daily basis or for specific projects.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.