



**Position Number:** D94952  
**Job Title:** Radiation Safety Officer  
**Department:** Facilities and Planning  
**FTE:** 1.0 Benefits Eligible  
**Job Type:** Administrative  
**Posted Date:** 11/15/11

**RADIATION SAFETY OFFICER  
POSITION DESCRIPTION AND ANNOUNCEMENT  
NOVEMBER 2011**

**SUMMARY**

The Radiation Safety Officer (RSO) is responsible for reconciling the University's need to have considerable freedom to conduct research and the regulatory agencies extensive compliance and license requirements. The RSO supports the University through its research and the educational mission and works closely with the Radiation Safety Committee, deans, department chairs, administrators, faculty, staff, students and the campus community providing advice, oversight, recommendations and policy interpretation. As the University's growth in scientific research continues to expand it has created an essential need for a full-time, fully developed RSO and radiation safety program. This position is responsible for ensuring that the major radiation safety goals of the University are met and that the University has a fully functional Radiation Safety program. The RSO will be the primary on-call contact for all University radiation emergencies as well as responsible for creating and supervising the implementation of radiation safety trainings for all campus personnel, including service personnel. This position also requires ongoing training updates to ensure that the University's policies and personnel are in compliance with current federal and state regulations.

Portland State University is licensed by the State of Oregon to hold a Broad Scope B license for the possession and use of radioactive materials. OAR 333-102-0900(3)(A) of the Oregon Radiation Protection Services rules, state that the holder of a Broad Scope B license is required to appoint a Radiation Safety Officer (RSO). The Oregon Radiation Protection Services rule also requires the RSO to be qualified by training and experience. The name of the RSO is also placed on the Broad Scope B license. The RSO has independent authority to stop operations that he or she considers unsafe. He or she must have sufficient time and commitment to fulfill certain duties and responsibilities to ensure that radioactive materials are used in a safe manner.

**DUTIES AND RESPONSIBILITIES**

The Radiation Safety Officer's primary function is to ensure compliance with state and federal requirements. Major duties include comprehensive surveillance of radiation use, oversee use and safety guidelines for X ray generating equipment, both in the clinic and in the laboratory, waste disposal, personnel monitoring, radionuclide inventory tracking, leak testing, instrument calibration and record management. The RSO manages compliance with legal requirements related to radiation use in research, instruction and training for faculty, graduate students, researchers, the Facilities & Planning Department, and the University community. Primary responsibilities include Environmental Health and Safety related to radiation safety principles (e.g., radiation material handling, emergency response procedures, and dosimetry programs). The RSO is responsible for establishing University policy in compliance with Federal and State laws and regulations. The RSO oversees the daily operations, legal documentation, and compliance with Oregon Administrative Rules, Oregon University System, Portland State University rules and regulations related to the use of radiation; creating and managing compliance programs, direct report staff assignments and document control of these units serving Academic Affairs and Facilities and Planning:

**Program Compliance:** Conduct the following inspections of research and teaching labs which use radioactive materials and radiation-producing equipment: purchasing procedures; controlling access in radiation areas; locations of use; procedures; personnel training; dosimetry and bioassay requirements; inventory; storage; surveys; waste disposal. Ensures compliance with State and Federal regulations and University requirements related to the use of radiation through execution of: complex surveys, sample collection, use of special test equipment to determine contamination levels or potential health hazards; performs non routine tests for new and complex procedures; conducts complex inspections of work sites with radiation producing equipment or sites using or storing radioactive materials to determine compliance with Federal and State laws; performs calculations and analyzes data; exercises independent scientific judgment in making recommendations on the application of test findings; monitors adherence to safety regulations, policy and exposure standards, and use of protective equipment; evaluates procedures in use to determine if corrective action needs to be taken to ensure a safe workplace; collects accident data; prepares reports recommending corrective action and lists methods and time frame for compliance; assess the potential for University employees to be exposed to radiation; conducts follow-up inspections to ensure corrective action has been completed and informs supervisor and the Radiation Safety Committee of any noncompliance situations; responds to all radiological health and safety emergency situations; monitors on-site cleanup of a contaminated area or assists as needed in the response to accident situations by investigating causes; respond to all radiation safety emergencies, and prepare and submit reports to the State of Oregon, Oregon Department of Health, Radiation Protection Services, after appropriate review; leak testing of Gas Chromatographs containing a radioactive sealed source twice per year.

**Program Administration:** Develops training programs for new and revised complex procedures; ensures that routine mandatory training sessions are conducted on a regular basis; assists in developing emergency response procedures; give information, advice, and assistance to agency and department administrators and implements or interprets policies pertaining to radiation safety programs; performs technical analysis of current health related issues and presents results in written and oral form; is responsible for the planning and operation of the radiation safety programs; prepares correspondence; explains practical application of Federal and State laws, rules, and regulations pertaining to the safe operation of equipment or handling of hazardous materials; perform and/or review investigations of complaints, overexposures, accidents, spills, losses, thefts, unauthorized receipts, misuses, transfers, disposals, and other deviations from approved radiation safety practice and implement corrective actions when necessary; prepares activity status report and presents to supervisor; provides instruction to lower level personnel; establishes policy and procedures for management, use and coordination of contract documents related to all radioactive materials; ensures that mandatory radiation safety training occurs on a regular basis; decommissioning facilities and equipment. The RSO is responsible for developing and implementing a program for X-ray safety at PSU. The RSO is also responsible for developing and implementing a program for laser safety in the use of laser producing instruments at PSU, and that these instruments and the use of these instruments follow American National Standards Institute (ANSI) standards, Z1326.1-1993.

**Dosimetry Program:** Provide dosimetry, interpret dosimetry reports by evaluating exposures to radioactive material users, advises users on exposures, and utilizes procedures to improve practices to reduce exposures. Performs whole body external dose calculations and performs internal dose calculations of radionuclide activities or concentrations. Performs or coordinates the performance of the following duties:

distribute and collect dosimetric devices; inspects to assure compliance with regulations that pertain to use of and exposure to radioactive materials; ensures that program standards are being met and responds when radiation doses are outside normal limits; submits a plan of corrective action to supervisor; issue reports as requested.

**Material Handling and Equipment Maintenance:** Coordinate and oversee the collection, packaging, labeling, and shipping of radioactive materials that are both radioactive and chemical, in accordance with Federal and State regulations; receive, inspect, and deliver radiation materials in compliance with regulations; process and arrange for waste disposal; coordinate disposal contract with radioactive material waste disposal vendor as well as coordinating State disposal and transfer licenses for radioactive material waste; manages onsite radioactive material storeroom and onsite decay-in-storage radioactive material waste.

**Campus Liaison:** On a daily basis is actively involved in University and community issues. Builds synergy to facilitate strategic interactions within the work group, Facilities and the University community. Participates in meetings with student groups regarding facility related issues. Meets with staff, customers, contractors, and consultants as appropriate. Advises the Radiation Safety Committee on program oversight. Interface with Oregon University System office and sister campuses on policy and procedural issues.

**Regulations/Compliance:** Manages overall compliance with Oregon Administrative Rules, Oregon Revised Statutes, and OUS standards that regulate radiation protection standards within the Oregon University System to ensure safety for administrators, faculty, staff, students and the campus community.

**Other:** Performs other duties as assigned to fulfill the departmental and University mission.

### **SUPERVISORY RESPONSIBILITIES**

This position supervises the Environmental Health and Safety Professional 2 and other facilities staff performing radiation safety duties. This position also supervises facilities and planning managers and, supervisors as it relates to radiation safety. This position identifies training and educational needs and opportunities for staff; plans, schedules, and approves workloads and assignments; follows up with employees to ensure that work assignments are completed on time; performs performance appraisals; provides coaching and progressive discipline as appropriate; and recommends position hiring and termination.

### **SUPERVISION RECEIVED**

Work is performed with considerable latitude and independence under the general guidance of the Environmental Health and Safety Manager and the Assistant Director of Facilities and Planning.

### **MINIMUM EDUCATIONAL/SKILL REQUIREMENTS**

- Bachelor's degree in health physics, radiological health, biological or physical science.
- Experience managing legal compliance issues regarding capital construction, safety and health, and other relevant City, State, and Federal contract laws.
- Excellent organizational, verbal, written, and customer service skills.
- Three years of experience in radiation health which included applying federal and state laws, regulations, and radiation safety principles to evaluate and control hazardous or unsafe radiological health and safety conditions.

- Completion of special training sponsored by the Nuclear Regulatory Commission or one year of graduate training in Health Physics, Radiation Biology, Nuclear Physics, or Nuclear Engineering may substitute for one year of the required experience.
- Supervisory experience.
- Possession of a current valid driver's license.
- Successful completion of a background check.

**PREFERRED EDUCATIONAL/SKILL REQUIREMENTS**

- Master's or doctoral degree in health physics or radiological health.
- Comprehensive certification by the American Board of Health Physics.
- Two to four years of applied health physics experience in a program with a radiation safety environment similar to that of the program to be managed.

**SALARY RANGE:**

Salary range up to \$62,000 commensurate on qualifications and experience. Excellent benefits package including fully paid healthcare, reduced tuition rates, and a generous retirement and vacation package.

**HOW TO APPLY:**

Send the following to the email or address below:

Send 1) a letter of interest, 2) a resume with the names, addresses and phone numbers of three supervisor references that can speak to the candidate's ability to meet the requirements stated above, 3) salary requirements, and 4) required supplemental information: current salary, reason for leaving and explanation for gaps in employment.

The letter, resume, references and required supplemental information should be limited to no more than five pages. Please submit the completed application materials as follows:

Email (preferred, with the attachments sent as one file): **Recruit3-fap@lists.pdx.edu**

Mailing address: Chair, Radiation Safety Officer Search Committee  
Portland State University, Facilities & Planning  
PO Box 751-FAP  
Portland, OR 97207-0751

Fax number: 503-725-4329

Application review process will start on December 2, 2011 and will remain open until finalists are identified.

*Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.*