



**Job Specification**

**Job Title: Radiation Safety Specialist**  
**BCAT Code: 618X AE**  
**Pay Grade: G12**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Under direct supervision, assists in the development and implementation of a comprehensive Radiation safety program designed to facilitate campus research initiatives while protecting faculty, staff, students, and visitors as well as the environment from the adverse effects of research involving radiation and radioactive material. This is an entry-level position within the Radiation Safety Specialist series. This level may also be used as the training level.

**Examples of Duties**

- Collects data by performing monthly surveys for radioactive contamination of all laboratories and areas, which store radioactive materials.
- Conducts leak tests of all sealed radioactive sources on campus.
- Provides calibration and coordinates maintenance on counters.
- Pickup radioactive waste generated by the University.
- Receives, deliver, and monitor personnel radiation dosimeter badges;
- Supports and assists with efforts to ensure compliance with federal, local and university policies, procedures, and regulations associated with research involving biological material.
- Assists in maintaining a computer database inventory of all radioisotopes on campus and updates when necessary; locates and accounts for each radioisotope including disposal.
- Assists in responding to all radioactive material spills.
- Assists in maintaining standard operating procedures, continuity files, and procedural guides;
- Assists in providing training to faculty, staff, and students.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of applicable federal, state, and local laws, regulations, codes and guidelines related to the research involving biological material.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Must be able to wear and use appropriate personal protective equipment.
- Proficiency with word processing, spreadsheet, and database software.

**Minimum GSU Hiring Standards**

Bachelor's degree in a physical science, public health, or related field and one (1) year of related experience; or a combination of education and experience. Experience in an academic setting preferred

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*