



JOB INFORMATION

<i>Job Code:</i>	119206
<i>Job Title:</i>	Radiation Safety, Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Leads departmental staff in the development and implementation of safety programs that meet university, regulatory, and radioactive-materials license (RML) requirements. Manages, audits and assists with handling and transport of radioactive materials as well as inventory control, and creates, directs and conducts radiation safety training. Develops and coordinates emergency response procedures and actively responds to incidents involving hazardous materials, ensuring that proper safety methods and procedures are followed. Oversees and conducts routine safety inspections of facilities, and when necessary, takes proper action to modify existing university programs and protocol for adequacy and regulatory compliance. Serves as member of the campus-wide program safety committee.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
X		Bachelor's degree	Nuclear Engineering	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Nuclear Engineering	Or
	X	Master's degree	Italian	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years		
	X	7 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Knowledge of DOT (Department of Transportation) rules and regulations related to the transportation of radioactive materials and handling equipment.
X		Demonstrated experience with generally licensed devices (GLD) containing radioactive materials.
X		Experience in environmental compliance, biosafety and biosecurity, and/or other related specialty fields (e.g., radiation, laser, fire, occupational, and chemical safety).
X		Knowledge of scientific principles and practices related to health physics, radiation safety, radiation control, and the use of radioactive materials and radiation-producing equipment.
X		Proven problem-solving and decision-making skills to uncover causes of problems, and ability to evaluate the risks and benefits of different solutions.
X		Excellent written and oral communication skills, with proven experience assembling and organizing numerical data.
X		Experience developing communication plans, instructional materials, and/or related educational/informational content.
X		Proven attention to detail, and the ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements.
X		Expertise with Microsoft Office and related data-management software.
X		Experience presenting ideas, solutions, detailed information, and summaries in nontechnical, business friendly terms.
	X	Eligible to take part one of the Certified Health Physicist (CHP) exam.
	X	Extensive knowledge of scientific principles and practices related to health physics, radiation safety, radiation control, and the use of radioactive materials and radiation-producing equipment.
	X	Experience with DOT (Department of Transportation) rules and regulations related to the transportation of radioactive materials and handling equipment.
	X	Ability to effectively manage multiple priorities and adapt to constantly changing priorities. Experience planning, composing, and editing informational and educational material for businesses, academic institutions, and/or the general public.
	X	Excellent interpersonal and diplomatic skills for communicating tactfully with all levels of staff and diverse groups of individuals.

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Valid California driver's license

Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
	X		Certified with the National Registry of Radiation Protection Technologists (NRRPT).

Other Job Factors

- May require work, and travel, on weekends, evenings, and/or holidays, based on business necessity.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops and implements safety program(s) to meet university, regulatory, and radioactive-materials license (RML) requirements. Establishes, documents and communicates standards, guidelines and procedures, ensuring safety and compliance with California Department of Public Health, Department of Transportation (DOT), and U.S. Nuclear Regulatory Commission (NRC) regulations.				
Establishes and directs protocol for shipping, receipt and storage of radioactive materials, as well as inventory control. Ensures principal investigators (PI) update the Environmental Health and Safety Assistant (EHSA) online database of radioisotope use, inventories and more in a timely manner, per university policies and procedures. Manages and audits program-specific statistical records, meeting minutes, and administrative paperwork. Oversees review of protocols involving				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
the use of radioactive materials and/or radiation-producing machines as an active member of the Radiation Safety Committee (RSC), Institutional Animal Care and Use Committee (IACUC), and others as assigned by the radiation safety officer (RSO).				
Oversees development and execution of ongoing safety training for radioactive-materials users, and or radiation-producing machines. Works with and assists academic, instructional lab managers, coordinators, and clients (e.g., Molecular Imaging Center), in planning and implementing tailored safety programs to ensure all laboratories are operated in a safe manner. Oversees collaboration with principal investigators and others to ensure standard operating procedures (SOP), guidelines, and tailored-safety procedures are established, documented, effectively communicated in staff training, and complied with.				
Develops and coordinates emergency response procedures and responds to emergency calls or hazardous materials incidents, and ensures that proper safety methods and procedures are followed. Leads response efforts during emergency drills. Ensures and oversees routine safety inspections of facilities. Ensures occupant attire, activities, equipment, and infrastructure are all in compliance with EHS standards. Initiates and reviews inspection and incident investigation reports, and follows-up on issues.				
Interacts with university research community and safety committees to provide technical assistance or guidance. Serves as member of the campus-wide program safety committee. Liaises with regulatory agencies, professional organizations and other university partners as requested or required. Maintains current knowledge of the university's RML requirements, and ensures program designs reflect current industry standards and regulations (e.g., USNRC's "as low as reasonably achievable" ALARA principle). Prepares reports as requested or required to communicate regulatory changes.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR

partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.