

TITLE: <u>Health Physics Assistant</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA521</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>3</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

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## **POSITION PURPOSE**

Monitor and survey the use of radioactive materials to ensure established agency regulations and safety standards are adhered to in teaching and research laboratories at the University. Perform survey procedures utilizing specialized equipment.

## **ESSENTIAL JOB FUNCTIONS**

- Monitor for radioactive contamination on packages and deliver them within the campus.
- Maintain accurate and up-to-date data on training, inspections, material inventory in the database using MS-Access.
- Perform record keeping of information pertinent to NRC regulations.
- Assist researchers in purchase process of radioactive material and track the purchasing process.
- Evaluate unrestricted areas on the campus for any radioactive contamination.
- Maintain up-to-date knowledge of State and Federal Regulations pertinent to radiation safety.
- Perform laboratory audits to ensure safety in radiation use laboratories.
- Operate survey meters and liquid Scintillation Counters in order to evaluate radioactive contamination.
- Serve as a member of the campus emergency response program and related committees.
- Respond to any type of radiation spill/emergency issues.
- Respond to routine questions and concerns pertaining to radiation safety. Forward report of problems to the appropriate personnel.
- Investigate loss sources, misuse of materials, violations of policy and provide required information to appropriate personnel.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

### **ADDITIONAL COMMENTS**

This classification performs procedural work of routine survey utilizing specialized technical equipment. Work routines necessitate an understanding of various safety standards and regulations established by federal and State governmental agencies, e.g. Nuclear Regulatory Commission as well as the University. The incumbent may be expected to operate and maintain technical equipment, e.g. liquid scintillation counter, geiger muller counters, etc. Work activities are performed given the following working condition factors, i.e. extremely light physical effort (occasional lifting), good environmental conditions, moderate controllable hazards (radioactive waste and material) and normal sensory attention. This classification reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience. Training and experience in radiation technology preferred.
- Some knowledge of complex Federal and State safety regulations and guidelines pertaining to radioactive material and waste handling, storage and disposal.
- Ability to communicate effectively with others.
- Ability to follow oral and/or written instructions.
- Keen attention to detail in order to question and identify problems that should arise.
- Possession and maintenance of a valid Michigan vehicle operator's license required.
- Typically, incumbents have held positions such as Health Physics Technician or have had experience in the radiation health field.