

## VACANCY ANNOUNCEMENT

UNIVERSITY OF NEW HAMPSHIRE – OFFICE OF ENVIRONMENTAL HEALTH  
AND SAFETY

### RADIATION SAFETY OFFICER

The University of New Hampshire (UNH) Office of Environmental Health and Safety (OEHS) seeks a Radiation Safety Officer to organize and administer the radiation protection, laser safety and magnetic resonance safety programs for the campus to assure compliance with safety and environmental rules, regulations and university policies.

The University of New Hampshire is a Research I University with an expanding program in the physical, life, and environmental sciences as well as a variety of engineering disciplines with growing and innovative uses of ionizing and non-ionizing radiation. This position is expected to provide expertise to emerging programs and offers the opportunity to participate in the development of novel applications.

Applicants interested in applying for this position must apply online at [www.unhjobs.com](http://www.unhjobs.com). To view the job announcement at this website, please [access the Search Positions](#), go to Position Title, and look for Environmental Health and Safety Program Coordinator. Cover letter and resume may be attached electronically with application. Computer access/assistance is available at the Human Resources Office, 2 Leavitt Lane, Durham, NH 03824 or you may call 603-862-0501. UNH is an affirmative action, equal opportunity employer committed to excellence through diversity in its faculty and staff and encourages women and minorities to apply.

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### **POSITION INFORMATION**

Position Title: Environmental Health and Safety Program Coordinator

Operating Title: Radiation Safety Officer

Position #: UB2439

Appointment Type: Regular Budgeted Position

Percent Time: 100%

Department: Environmental Health and Safety

### **RESPONSIBILITIES**

Organizes and administers the radiation protection program to assure campus compliance with New Hampshire Radiological Health regulations and UNH commitments associated with the safe handling and use of radioactive materials. Works with regulators and UNH community during inspections and acts as liaison with regulators. Organizes the Radiation Safety Committee (RSC) and reports on all aspects of radiation safety to the Committee. Provides assistance and maintains effective working relationships with all levels of university faculty, staff, support employees, graduate and undergraduate students. Coordinates with emergency personnel when radiological emergencies occur.

Performs quarterly audits and inspections in each approved radioactive material use space, to include compliance review and radiation and contamination surveying. Reviews proposed new uses and users of radioactive materials, and issues permits and amendments to Authorized Users for radioactive material use. Oversees the dosimetry badge monitoring program and exposure recordkeeping program. Ensures record keeping, including hardcopy, electronic databases and the environmental management system is maintained and updated. Ensures required signs and postings are maintained, as well as making sure activity limits not exceeded. Registers campus X-Ray producing machines and ensures safety and adherence to state regulations. Inventories and leak tests radioactive material sources as required. Manages the ordering, receipt and delivery of radioactive material and donations. Reviews issues concerning radon in UNH buildings.

Updates and maintains the laser safety program and serves as the Laser Safety Officer. Inventories lasers on campus and conducts hazard evaluations to determine proper classifications of safety. Recommends appropriate personal protective equipment to use when operating lasers. Reviews issues of other non-ionizing radiation concerns as needed (i.e. radio frequency and microwave).

Serves as the Magnetic Resonance (MR) Safety Officer to oversee the development and implementation of the MR Safety Plan and assist Principal Investigators with operational safety procedures for the MR environments they oversee.

Oversees the radioactive material waste program and coordinates proper disposal of radioactive waste for various radioactive waste streams. Maintains procedures of the proper pickup and processing, as well as transportation of radioactive waste.

Conducts radiation safety training to assure compliance with campus Radiation Protection Program and NH Radiological Health requirements. Conducts lasers and MR safety training to assure compliance with appropriate standards in safety.

Completes annual reports, performance matrices and work lists. Accepts additional duties, as required, to meet departmental goals.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in sciences, safety, or related field and three years of related professional experience or Associate's degree in Hazardous Materials Management and five years of directly related professional experience. Professional certification or license that may be required for assigned program. Knowledge of applicable state laws, regulations, codes and guidelines as related to program area. Valid driver's license. Must be able to wear and use appropriate protective equipment as necessary. Sufficient strength and physical dexterity to perform duties and responsibilities of program.

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Bachelor's degree in health physics, radiological health, physical sciences, biological sciences or engineering discipline or equivalent experience and training. Working knowledge and experience in implementing radiation safety programs, achieving and maintaining compliance, developing and implementing best practice, and serving radiation safety customers and stakeholders. Three to eight years experience with radiation safety in program implementation. Demonstrated experience and ability to devise and implement control measures for the varied radiation uses encountered in an academic research and teaching environment. Knowledge of applicable federal and state laws, regulations, codes and guidelines as related to program area. Ability to conduct all technical aspects of radiation safety program elements. Ability and willingness to respond to emergencies during and after work, including occasional on-call duty. Ability to respond to emergencies, including after hours. Must be able to wear and use appropriate protective equipment as necessary. Sufficient strength and physical

dexterity to perform duties and responsibilities of program. Hired applicant must successfully pass a background check.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- \* Develop and deliver effective training programs and presentations.
- \* Work effectively with a wide range of constituencies in a diverse community.
- \* Foster a cooperative work environment.
- \* Communicate effectively, both orally and in writing, and interact with officials at all levels of administration, government, and emergency response.
- \* Assist in preparation of budgets and management of fiscal information.
- \* Develop strategic plans.
- \* Utilize MS Word, Excel, PowerPoint, Outlook and other business computing systems.

### **SALARY**

Commensurate with experience.