

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Materials & Research Engineering Associate (Specialist)	DISTRICT/DIVISION/OFFICE North Region – District 03 Office of Construction Materials Laboratory	
WORKING TITLE Radiation Safety Officer/Independent Assurance Specialist	POSITION NUMBER 903-502-3381-XXX	EFFECTIVE DATE October 2011

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Materials Engineer in Olivehurst, a Senior Transportation Engineer, the Radiation Safety Officer/Independent Assurance Specialist has the responsibility of administration and use of the radioactive material within District 3 and functions as the assistant for the Independent Assurance group in the Olivehurst Materials Laboratory. Incumbent will be responsible for safety training and certification of gauge operators as related to nuclear material. The position requires effective communication with laboratory staff, Resident Engineers, Contractors, and materials suppliers as well as travel to multiple construction field offices and jobsites often as the construction schedule demands. Extensive travel is required, should maintain a valid California driver's license.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

The Independent Assurance Specialist assignment comprises a variety of different complex tasks. These duties are performed with little or no direct supervision. The responsibilities are itemized below:

- | | |
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| 40% (E) | Administers Independent Assurance Testing program and documents tester certifications. Schedules and conducts training on test methods; certifies Construction Lab personnel per Quality Assurance Program Manual. Performs witness testing of Construction field-testing personnel on State construction projects. Administers Independent Assurance Testing program and certification for contractor's consultant personnel. Serves as an assistant for the District Independent Assurance Program. Maintains District 3 Materials Branch equipment inventory for approximately 900 items. Develops and maintains an inventory list of equipment delivered to and received from all District field labs. |
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¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

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- 35% (E) As Radiation Safety Officer, provides support for field office operations, including being responsible for verification that field personnel are functioning in compliance with Federal and State nuclear management regulations. Will execute field office audits in each of the 16 field offices to ensure security and safety protocols are implemented. Responsible for independent assurance testing of staff performing nuclear gauge testing and other California Test Methods. Collects approximately 50 dosimeter badges on a quarterly basis to compile and analyze report data containing radiation exposure. Collect and compile wipe test data records for each nuclear gauge owned by the District. Maintains records of all repairs to all of the District's nuclear gauges. Incumbent will be responsible for developing a new radiation training program to comply with new Federal and State mandates.
- 20% (E) Calibrates and prepares weekly operator diary reports for each of the District's gauges.
- 5% (E) Analyzes all project hours, makes resource estimates related to District 3 Materials.

SUPERVISION EXERCISED OVER OTHERS:

This position does not supervise. Will train and certify both Sate and Consultant personnel in test procedures.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Must be knowledgeable of the Radiation Safety Program required per the code of Federal Regulations, Title 10; California Code of Regulations, Title 17, and California Test Methods related to nuclear gauge testing. Requires a thorough knowledge of Federal and State regulations and laws pertaining to radiation safety. Must be knowledgeable in the operation and calibration of asphalt and concrete production plants. Must possess effective written and oral communication skills in coordination with nuclear gauge operators and regulatory agencies. Must possess the computer skills necessary to document the radiation safety program, maintain personnel certification and equipment tracking databases, and develop written reports. Must be knowledgeable regarding use of nuclear gauges and safety regulations. Requires the ability to maintain and calibrate test equipment. Requires a thorough knowledge of materials and construction related processes, test methods, regulations, and manuals of instruction. Must be able to observe and evaluate if procedures are performed as required under the California Test methods. In order to enforce that portion of the IA Program, requires the ability to become certified as an Independent Assurance Inspector.

The position requires analysis of dosimetry reports, weekly operator's diaries, and laboratory radiation surveys to assess compliance with protocols. Candidate must be capable of evaluating test operations, develop sound conclusions, produce written recommendations, and enforce requirements.

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CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Must accurately analyze dosimetry reports, lab and gauge radiation surveys, test procedures and results to certify compliance with test methods. Poor decisions or errors could impose monetary loss from violations and a possible revocation of the District's Radiation Materials License which would restrict the District's ability to perform required testing leading to delay and enforcement claims by the Contractor.

PUBLIC AND INTERNAL CONTACTS:

Will have frequent contact with Residential Engineers and Construction personnel, local agencies, private sector laboratories, contractors, and suppliers.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Physical Requirements: Must be able to stand long periods of time operating various types of laboratory equipment including nuclear gauges and computers. Incumbent must be able to work in noisy and dusty conditions (construction site) and lift a minimum of 50 pounds.

Emotional Requirements: Must be able to develop and maintain cooperative working relationships. Incumbent will work as a member of a team.

WORK ENVIRONMENT:

While in the office, employees will work in a climate-controlled office under artificial lighting. When working in the lab area or outdoors, employee may be exposed to dirt, dust, fumes, noise, uneven surfaces, and/or extreme heat or cold.

I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

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