

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 Independent Assurance Specialist/ Radiation Safety Officer	POSITION NUMBER 903-502-3381-XXX	EFFECTIVE DATE

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 Independent Assurance Specialist/ Radiation Safety Officer has the responsibility of administration of the Independent Assurance Testing Program and use of the radioactive material within District 3 in the Olivehurst Materials Laboratory. Incumbent will be responsible for running the Independent Assurance Testing Program, Laboratory Safety Program, certification of gauge operators as related to nuclear material, and serve as the District Radiation Safety Officer. 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:

- 40% (E) Administers Independent Assurance Testing Program for the District. Certifies all laboratory testers in California Test Methods. Performs written exams and proficiency testing on construction field testers per Independent Assurance Program Manual, dated July 2005. Maintains all files related to the Independent Assurance Program.
- 40% (E) As Radiation Safety Officer, provides support for field office operations, including being responsible for the administration of the use of radioactive

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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materials within the District. Obtain the District's license and amendments; assigns nuclear gages within the District and maintain an inventory; administer the District's radiation safety program including the required training, collect wipe samples yearly on nuclear gages, perform radiation surveys on nuclear gages, inspect temporary storage sites monthly for compliance, maintain all records to include shipping papers, weekly operator's reports, dosimeter reports, survey records and gage inventories.

- 15% (E) As Designated Laboratory Safety Officer (DLSO) for the District Lab, work with lab supervisors and lab employees to implement and enforce safety policies, review and maintain a file of training records, inspection reports, accident or reports. Conduct regular inspections of the lab to identify safety and health problems and take corrective action, and seek ways to improve safety, Organize and conduct annual safety training classes for lab employees. Inspect eyewash, fire extinguisher, and deluge shower monthly and note on tags.
- 5% (E) Calibrates the District's nuclear soils/density gages annually and as needed using the District's density blocks. Correlate calibrations with METS California Test Method 121.

SUPERVISION EXERCISED OVER OTHERS:

This position does not supervise. Will certify Sate Construction Field Testers, and Consultant and Contractor personnel in test procedures.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Must be able to observe and evaluate if testing procedures are performed as required under the California Test Methods. In order to enforce that portion of the Independent Assurance Testing Program: Requires the ability to become certified as an Independent Assurance Inspector. Requires a thorough knowledge of materials and construction related processes, test methods, regulations, and manuals of instruction. 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 about the Laboratory Safety Manual required per the code of California Code of Regulations, Title 8, and California Test Methods related to employee safety during testing. Requires a thorough knowledge of Federal and State regulations and laws pertaining to laboratory safety. Must possess effective written and oral communication skills in coordination with nuclear gauge operators, laboratory supervisor, and regulatory agencies. Must possess the computer skills necessary to document the radiation safety program, laboratory safety program, maintain personnel certification and laboratory training records and develop written reports. Must be knowledgeable regarding use of nuclear gauges and safety regulations. 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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POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

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. Conduct regular inspection of the Marysville laboratory to identify safety and health problems.

PUBLIC AND INTERNAL CONTACTS:

Will have frequent contact with Residential Engineers and Construction Personnel, Statewide Chemical Hygiene Officer, 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 at or above waist height repeatedly and carry 50 pounds for a minimum of 50 feet.

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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