

ORANGE COUNTY CLASS SPECIFICATION

TITLE: RADIOLOGICAL OFFICER **GRADE:** 16

TITLE ABBREVIATION: RADIOLOGICAL OFF **TITLE NO.:** 6579

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: EMERGENCY SERVICES **DIVISION:** EMERGENCY MANAGEMENT

SUPERVISOR'S TITLE: DEPUTY COMM OF EMERGENCY SERVICES-DIV OF EMERGENCY MNGMT

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving responsibility for coordinating the radiological dose assessment program in Orange County for response during radiological emergencies, drills and exercises, including Indian Point. The incumbent will be required to train first responders as to their proper roles during accidents or other incidents involving radiation and to train employees and volunteers in the use of radiological instruments for radiological monitoring and dose assessment procedures during public emergencies. The position requires the incumbent to exercise expertise in serving as the specialist for radiological dose assessment and providing consultation and assistance to the Commissioner and/or the Deputy Commissioner of Emergency Services for preparation of the Orange County Radiological Emergency Response Plan. Work is performed under the general direction of the Deputy Commissioner of Emergency Services and with wide leeway for the exercise of independent judgment. Supervision may be exercised over the work of employees and volunteers in their performance of radiological monitoring missions and dose assessments during emergencies and drills. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Coordinates the assessment of radiological dose in the event of an accident involving radiation;
2. Gathers, assesses and interprets information on radiation levels from various sources (utility companies, radiological monitoring stations, State Department of Health, etc.) during an emergency situation;
3. Assesses information gathered during an emergency to determine radiological doses by taking into consideration environmental factors (wind speed, wind directions, temperature, etc.);
4. Converts information on radiological dose from technical terms into layman's terms through the use of mathematical calculations and Federal guidelines;

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5. Confers with County Executive and Commissioner of Health and makes recommendations of corrective protective actions (ex: evacuation) to be taken for the general public in case of an accident or other incident involving all types of radiation;
6. Develops and maintains relationships with the federal and state government, Putnam, Westchester, Rockland Counties and various local governments with respect to the Indian Point emergency planning;
7. Plans, revises, updates and coordinates Orange County's Radiological Emergency Response Plan with particular emphasis in areas of dose assessment, evaluation of protective actions, field monitoring, operation of personal monitoring and decontamination centers, reception and congregate care centers and the like;
8. Assists in training volunteers for certification in the use of radiological instruments for monitoring during emergencies;
9. Trains all responders (crisis management groups, hospital/school administrators, County department heads, participating County workforce, local, town/village officials, etc.) in their roles and the proper use of equipment during all radiological emergencies;
10. Assists hospital administrators in developing their individual radiological emergency response plans and planning drills;
11. Prepares, plans and conducts drills/exercises and directs contract, emergency response and plant employees during drills/exercises or radiological emergencies;
12. Prepares after-action reports, as required, about all actual emergencies and drills/exercises involving radiological meetings, conferences, work sessions, etc.;
13. Prepares weekly division reports, lesson plans and incident summary reports.
14. Attends training courses and seminars appropriate to the position;
15. Represents the Division of Emergency Management at meetings, conferences, work sessions, etc. and conducts public meetings for community outreach and education.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal guidelines of radiological planning, response and protection; thorough knowledge of radiological dose and dose rate

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assessment, monitoring techniques, equipment, protective measures and decontamination; ability to plan and organize; ability to present ideas and informational materials clearly, both orally and in writing; ability to respond to deadlines; ability to establish working relationships with a variety of federal, state and local agencies; ability to respond calmly to emergency situations; initiative; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree in Radiological Engineering or Health Engineering; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree and two (2) years emergency service work experience or activity duty United States military service providing technical support and/or related duties in a radiological protection program; OR
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with an Associate's Degree and four (4) years experience as outlined in (B) above.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.

2/24/2010