

WORKING AT ONTARIO POWER GENERATION AS AN

RADIATION PROTECTION TECHNICIAN

A REALISTIC JOB PREVIEW

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BECOMING A RADIATION PROTECTION TECHNICIAN AT OPG

Dear Applicant

Thank you for your interest in applying to the Radiation Protection Technician position. Applying for and starting a new job can present unique challenges. At Ontario Power Generation (OPG) we would like to help make this transition as smooth as possible. It is important for us at OPG to provide you with a complete description of what you can expect to experience as a Radiation Protection Technician. To do this, we have developed a document called the **Realistic Job Preview (RJP)**. In this **RJP**, you will find **up-to-date** job information that pertains to **all aspects of the Radiation Protection Technician job** including information about the **positive** and **negative** aspects (i.e., the rewards and challenges) of the job. Our goals in providing you with this RJP are the following:

- **Achieving a better fit between you and the job** – You can review information in this document to determine whether you are willing and able to cope with the job's demands and whether you will find this job satisfying. We hope that the information in this document will help you make an informed decision about whether this job is for you.
- **Providing you with realistic expectations of the job** – Our hope is that information about the job will help you form accurate expectations of it. We hope that such an understanding will foster a mutually satisfying working relationship.

If you have had previous exposure to OPG or to other Radiation Protection Technicians, you may already have some knowledge about the job. However, we still require all applicants to read this document carefully, in its entirety **before applying for the** Radiation Protection Technician position.

CONTENTS OF THIS REALISTIC JOB PREVIEW

All information contained in this document is based on a detailed analysis of the Radiation Protection Technician job and has been collected directly from individuals who are currently working as Radiation Protection Technicians.

This RJP includes the following:

1. **OVERVIEW OF THE HIRING PROCESS** – describes the eligibility criteria and the steps of the selection process.
2. **LIFE AS A NEW RADIATION PROTECTION TECHNICIAN** – describes information important to being a new Radiation Protection Technician.
3. **OVERVIEW OF THE JOB** – provides a description of duties, amount of work, work schedules, and level of responsibility.
4. **TRAINING AND CAREER OPPORTUNITIES** – provides an overview of the training requirements and professional opportunities available within OPG for Radiation Protection Technicians.
5. **PAY AND BENEFITS** – describes monetary and non-monetary incentives.
6. **SUPERVISION** – provides a description of the type of supervision to be expected on the job.
7. **PHYSICAL WORKING ENVIRONMENT** – describes the physical environment within which a Radiation Protection Technician has to work.
8. **CRITICAL SUCCESS FACTORS** – provides a list of those factors critical for success and satisfaction as a Radiation Protection Technician.
9. **OPG CONTACT INFORMATION**

1. OVERVIEW OF THE HIRING PROCESS

"What can I expect when applying for the job?"

STEP 1: Vacancy is advertised. All applicants must submit an application online.

STEP 2: All applicants will be reviewed to determine if they meet the following minimum criteria:

- A Grade 12 Ontario Secondary School Diploma (or equivalent).

*** Note: Applicants must be eligible to work in Canada.**

STEP 3: Testing

- Qualified applicants may be invited to a testing session (2 to 3 hours long), where they will be tested via an on line process, assessing areas such as diagnosis and problem solving, as well as safety consciousness.
- Should you wish to practice some ability tests, please visit the SHL website at: <http://www.shldirect.com/>
- Candidates need to pass these tests in accordance with the minimum criteria required for the job.

STEP 4: Interview – Those candidates who are successful at the testing phase may be invited to attend a structured, behaviour-based interview.

- The interview will consist of a series of job-related, structured questions. With structured questions, all candidates are asked the same questions and evaluated against the same job-related criteria as other candidates.
- The questions are behavior-based - candidates are asked to provide examples of how they have dealt with various job-related scenarios in the past to demonstrate that they have the relevant experience.
- The interview will be approximately one hour in length. Time will be allotted at the end of the interview for applicants to ask questions related to the Radiation Protection Technician job, particularly to questions related to the material discussed in this RJP.

STEP 5: Short-listed candidates will be notified of any further selection requirements such as the following:

- Security checks: Applicants must successfully pass a security clearance check.
- Medical requirements: Applicants must complete a medical information questionnaire.
- Reference checks: Applicants' references will be checked.

2. LIFE AS A NEW RADIATION PROTECTION TECHNICIAN

"What happens when I first start working at OPG?"

2.1 **TRAINING FOR NEW JOB INCUMBENTS:** Training is an integral and on-going part of the OPG culture. OPG's commitment to training is apparent in the fact that OPG provides new employees with extensive training at the outset of their jobs. All tools, equipment, and training are provided by OPG as part of the job. As well, personnel are continually scheduled for training throughout their employment at OPG. When new Radiation Protection job incumbents begin working at OPG, they must complete a training program. This program begins with a series of computer-based training courses. This is Phase 1 of the program and usually runs for a period of one week. Upon successful completion of the computer-based courses, classroom training begins. The classroom training lasts approximately seven weeks and involves general courses as well as task specific training. Training courses run for eight hours per day.

2.1.1 **GENERAL TRAINING:** New employees begin by receiving orientation, safety, and science fundamentals training. This training consists of computer-based, classroom and field training. This program lasts for eight weeks. The successful student will then be placed at one of the three sites for two weeks of site orientation. This orientation consists of an overview of job specific duties and instruction for support during a planned outage.

- **General training:** Consists of in-class training that is non-trade specific and includes programs such as science fundamentals (e.g., chemistry, CANDU reactors), safety (e.g., work protection, general safety when working with thermal and nuclear materials, WHMIS, and training on OPG's Corporate Safety Rules). Such training qualifies workers to understand basic nuclear facility systems, station operations, etc.
- **In-class training:** The job incumbent is provided with training that is designed to familiarize the trainee with radiation protection procedures and principles. This training will be brand new material for most new hires. Most students will

need to study outside of the classroom to ensure they are staying on top of the class load. This is a fast-paced learning environment.

- **On-the-job training:** In-class training is followed by “on the job” (OJT) training. Trainees are assigned to work at the station in support of a planned outage. Job specific duties are prepared for by administering performance evaluations (PEVs) and job performance measures (JPMs). These are items which will be covered during site orientation and outage preparations once initial classroom training has been completed.
- **Crew assignments:** Radiation Protection Technicians are hired to support outage work. Each station will assess their outage needs to determine the support profile. Once the crew matrix has been generated, technicians are asked for a crew preference. Technicians are then assigned to the respective crew based on preference and seniority. Note: Staff does not have seniority rights while considered Temporary. Once Regular Seasonal status is achieved, seniority is accrued and all time worked (including Temporary) is taken into consideration.

2.2.3 TESTING: Candidates must successfully complete written and practical evaluation tests to be deemed qualified to work in the stations as a functional Radiation Protection Technician. As well, there are written tests for any text-related material. The classroom training is broken down into three main sections specific to radiation Protection. Two failures in any one section may be cause for the candidate to be released from the program.

2.2.4 TRAINING WORKLOAD: Trainees who have been successful in this program do find that it is a fast-paced learning environment. Self study outside of the classroom is generally required for successful completion of the courses. There is a tremendous amount of support for the students to be successful, but the initial training period of eight weeks is a critical time for the job incumbent.

2.3 PROBATIONARY PERIOD: New employees to this position are hired as temporary support. Mandatory union membership and limited access to OPG benefits are provided during this period. After 12 months of accrued service the employee will be granted Full-time, Regular Seasonal “A” status under the agreements in place. The accrual of the service year must also be achieved without any service breaks of greater than five months or the accrued time resets to zero. Pension plan enrolment begins once the employee achieves the Full-time Regular Seasonal “A” status. A one time opportunity to purchase the year of temporary employment is offered through Human Resources once full-time status is earned.

3. OVERVIEW OF THE JOB

"What is the job?"

Below is a broad description of the duties and other characteristics (e.g., work schedule, work load) of a Radiation Protection Technician's job. The overview is not meant to be exhaustive in its description, rather, the duties and characteristics described provide a summary of some of the key aspects of the Radiation Protection Technician job.

3.1 JOB DUTIES

Following are some of the duties carried out by Radiation Protection Technicians:

- 3.1.1 Perform radiological surveys of station rooms and equipment:** The **majority** of Radiation Protection Technician duties require performing radiological surveys. These surveys ensure all station staff are aware of the conditions to be found in their work areas. These surveys are performed routinely in many cases, but they are also performed in support of outage tasks. As is typical of such work, the surveys can be somewhat repetitious. Radiation Protection Technicians should be comfortable doing such repetitive work. In all types of surveys, OPG policies and procedures must be followed closely. A cornerstone value in the role of the Radiation Protection Technician is the responsibility to protect the worker, the public and the environment through thorough and accurate surveys every single time they are required.
- 3.1.2 Access Control:** Radiation Protection Technicians also perform Access Control duties while supporting the outage. This is a critical task that involves interaction with large volumes of people who are going into radioactive work areas and also exiting these areas. The expectation is for Radiation Protection Technicians to ensure all staff members have the appropriate safety related protective equipment when they enter these areas. The Access Controller also assists individuals leaving the work area to ensure they exit according to established procedures. Additionally, material must be surveyed whenever it is being brought out of these work areas.
- 3.1.3 PHYSICAL LABOR:** Radiation Protection Technicians are generally not involved in tasks that would be considered heavy labour. Some of the survey sites are environmentally challenging with some temperature extremes involved (very cold to very warm). Precautions are always utilized in these cases. The Radiation Protection Technician would also be expected to use ladders and stairwells regularly. Many elevations at height inside of the work areas are steel grated floor. Generally speaking, the physical labor part of the job involves removing waste and laundry

from work areas, carrying instrumentation for surveys and sometimes working with lead blankets. In all cases, the weights involved will not exceed 40 – 50 pounds.

3.1.4 DOCUMENTATION AND HOUSEKEEPING: There is a lot of paper work associated with the Radiation Protection Technician job. Communication of survey results is written on local hazard boards and also input into a computer database. This is the responsibility of the technician. It is common to maintain logs at Access desks and also to fill out tags which must be attached to bags and material as the case may be. Much of the information a Radiation Protection Technician needs to perform their duties is found on the computer and as such, training will involve using various databases to retrieve data and communicate findings and results. Housekeeping at OPG is the responsibility of everyone and the Radiation Protection role is no different. Leaving an area better than you found it is a core expectation.

3.1.5 POLICY ADHERENCE: OPG is highly procedurally driven in order to meet federally regulated nuclear licensing requirements and to proactively manage the safety of all individuals (in the plant, and the community) because they recognize the benefits of working safely in nuclear. At OPG, safety is good business as they strive for an injury-free workplace. As such, strict adherence to OPG policies and procedures is mandatory, and required at all times. Radiation Protection Technicians must be comfortable adhering to procedures. As part of policy/procedural adherence, Radiation Protection Technicians must obtain authorizations from various work groups (e.g., Authorized Nuclear Operators) at various (often multiple) stages of the work process. Significant delays are a very common part of the authorization process. Patience in dealing with these delays and the ability to manage time accordingly is essential. The Radiation Protection Technician would also be required to keep up-to-date with changes to policies, procedures, and regulations.

JOB CHARACTERISTICS

Additional, important aspects of the job are described below.

3.2 DISCRETION: Due to a requirement for strict adherence to policies and procedures, there is little discretion in determining how work gets carried out. When a problem is identified, Radiation Protection Technicians must follow procedures before proceeding with further work. However, Radiation Protection Technicians can provide input into how to fix problems (e.g., to supervisor, Engineers), as long as that input is within procedures and scope of the work. This input is part of the “questioning attitude” that all employees must utilize to maintain a safe working environment.

- 3.2 VARIETY:** The variety in the Radiation Protection Technician job comes from working at different stations in support of the outage organizations, working with different crew members, or working in different areas of the plant. However, the tasks themselves can become routine and repetitive as one becomes well acquainted with the job over time and because there are pre-established procedures that must be followed each time. Although some basic details may differ from one station to the next, the procedures do not and therefore experience at one plant is valuable to all three of our stations.
- 3.3 COWORKERS:** Radiation Protection Technicians are regularly required to work with others. As new hires, Radiation Protection Technicians are given limited duties during their first few assignments. You will get to know your classmates and a host of other co-workers who are at various stages of their experience model. Radiation Protection Technicians work on a Crew consisting of multiple (e.g., >10) OPG employees who have varying skills/professional backgrounds. During daily activities, Radiation Protection Technicians will also interact with many station staff from all walks of life at OPG. As such, Radiation Protection Technicians have to be comfortable working co-operatively with people from a variety of professional backgrounds, with varying levels of experience.
- 3.4 WORK PACE AND LOAD:** Safety concerns are paramount at OPG. As such, the workplace is not hurried – ample time is provided to complete required duties in a safe manner. Working in an outage environment can be challenging. Some 12 hour shifts will feel like 15 however, more often than not Technicians find themselves steadily busy all day working on routine and emergent tasks unique to an outage. It is extremely important to note that safety concerns are the number one priority at OPG, and employees are never expected to compromise safety while trying to complete a task quickly.
- 3.6 WORKPLACE ACCOMMODATIONS:** Alternate work arrangement policies are in place for women who are pregnant or for men and women with immediate plans to conceive children. (Applicable to our Nuclear facilities). Alternate work arrangements are such that they minimize the chances of exposure to radiation.
- 3.7 HOURS OF WORK:** There are several shifts at OPG - 8-hour shifts, 10-hour shifts, and rotating 12-hour shifts. The 8-hour and 10-hour shifts are typically either day or afternoon shifts and their start times can vary. In contrast, the 12-hour shifts are scheduled from 7 or 8 a.m. to 7 or 8 p.m. and vice versa. Radiation Protection Technicians have to be prepared to do any of these shifts and be flexible in their availability. Shift preferences are usually awarded based on seniority and choice by

the employee. A seven day notice is usually given for any changes to your working shift.

- When working the 12-hour shifts, there is a shift premium percentage above regular 8 hour wages. (For working nights, statutory holidays and weekends.)
- When required, everyone is expected to work weekdays, weekends and statutory holidays, day shifts and night shifts.
- A typical shift includes paid time off for breaks and unpaid lunch periods. For example, a typical 12-hour day shift starts at 8:00 a.m. and ends at 8:00pm. The shift includes time off for two paid 10-minute breaks and two, paid 20-minute lunch breaks.

3.8 PERSONNEL PROTECTIVE GEAR: PPE is supplied by OPG. This includes: hard hat, gloves, hearing protection and safety glasses. In addition, up to two sets of safety shoes are supplied for non-radiological work at the plant. During your initial training, a shoe truck as they are referred to, will be made available for you to select appropriate shoes or boots based on your size, preference and needs. For individuals requiring prescription safety glasses, these will also be supplied at the site you're assigned to work. Let your supervisor know that you require these once your training is underway. Specific clothing for radiological work will be assigned once you arrive on site after completion of your eight weeks of training.

4. TRAINING & CAREER OPPORTUNITIES

"Do I need to keep learning? And, where can I go from here?"

4.1 INTERNAL CONTINUOUS LEARNING REQUIREMENTS: Radiation Protection Technicians are required to complete on-going training (provided by OPG). Training is required for re-qualification/refresher purposes, as well as to acquaint personnel with plant or system changes. Training length can vary from half a day to three days. Some of the training is computer-based.

4.2 EXTERNAL TRAINING OPPORTUNITIES: If Radiation Protection Technicians feel that they will benefit from training opportunities available outside OPG and they can demonstrate that the training is job-relevant, OPG will pay for that training. Careful consideration is given before these approvals are made however; there are also recognized programs of personal development that are essentially pre-approved once experience has been demonstrated on the job.

4.3 CAREER OPPORTUNITIES: Radiation Protection Technicians can move to different positions at the same level in the organization ("lateral move") or can move to

higher positions at OPG (“vertical move”). Experience prior to OPG is taken into account. Our organization has placed people in almost every division of OPG over the last seven years. These people all started as temporary Radiation Protection Technicians through this process.

5. PAY AND BENEFITS

“Is it a well-paid job?”

- 5.1 WAGES AND BENEFITS:** These are based on the collective agreement. OPG’s benefits package is considered to be above industry standard. Pay is considered to be above average to that found across the industry for similar skilled trades’ positions. The amount of prior experience will determine at which pay “step” a new Radiation Protection Technician would begin. Pay progression occurs annually. The union negotiates economic increases.
- 5.2 BONUSES:** Certain shift schedules have a built in Bonus which is paid upon completion of the assignment. There are many more details available regarding the requirements and pay schedule once you are asked to work one of these schedules.
- 5.3 JOB SECURITY:** Radiation Protection Technicians start as Temporary employees and therefore are subject to layoffs and varying schedules however, there are long term options for all of these staff members once they attain Regular Seasonal Status. Outage support is integral to the business for our stations and therefore job security has not been an issue for our staff.
- 5.4 RECOGNITION:** OPG has a range of initiatives to recognize varying levels of work excellence. For instance, employees can get anything from recognition cards that acknowledge the higher caliber work done by an employee to Vice-President Recognition awards.

6. SUPERVISION

“How much supervision will I receive?”

Radiation Protection Technicians have two immediate bosses – the First Line Manager (FLM), and the First Line Manager’s Assistant (FLMA). The FLMA organizes, monitors, and oversees the daily activities of the Radiation Protection Technicians. In contrast, the FLM works with the FLMA to co-ordinate activities of the entire work crew. As well, the FLM is responsible for any issues requiring disciplinary action. As a new employee, the FLMA checks and oversees a Radiation Protection Technicians’

work frequently. However, the typical, experienced Radiation Protection Technician works independently of constant supervision. Instead, the FLMA oversees the work of the Radiation Protection Technician, touching base regularly (but not constantly) to determine status of work, provide assistance, or ensure that work is being completed as required. If a Radiation Protection Technician is asked to work on another Crew, they would be accountable to that Crew's supervisor.

7. PHYSICAL WORKING ENVIRONMENT

"What is the physical work environment like?"

In the normal course of their duties, the Radiation Protection Technician has to be comfortable dealing with several adverse working conditions.

- Radiation Protection Technicians have to be comfortable with the idea that they will be working in potentially hazardous or radioactively contaminated areas. Radiation Protection Technicians are required to wear protective safety equipment/ clothing at all times, particularly if entering such areas. As well, OPG has very stringent criteria as to allowable levels of exposure to contaminated materials/areas. OPG's standards are more strict than those set by the Canadian Nuclear Safety Commission. OPG is very strict about enforcing its safety policies.
- Some of the protective equipment and clothing can be heavy or feel restrictive (e.g., plastic suits, respirators). Radiation Protection Technicians have to be comfortable being restricted in this manner, sometimes for extended periods. Also, OPG employees are required to wear OPG-provided safety clothing, in designated areas (e.g., hard hats, ear plugs).
- Radiation Protection Technicians might have to crawl into confined spaces, work at significant heights (e.g., on floors with gratings that have 25 feet drops under the gratings), work in high heat locations (e.g., around hot, steam-producing equipment), work with chemicals varying in toxicity levels (e.g., hydrazine, ammonia), work in areas with limited fresh air circulation, and work in areas with high noise levels. Although these hazards are present in the workplace, controls are in place to always protect the safety of the workers.
- Radiation Protection Technicians will be working indoors for the majority of their shift, under artificial light. They are on their feet for the majority of their day moving through large portions of the plant.

- OPG has implemented highly secure locker room facilities, separated for men and women. Note that most Radiation Protection Technicians might be required to change into or out of their safety clothing frequently. Individuals will need to be/become comfortable disrobing in front of their same-sex colleagues because of non-partitioned same-sex locker room facilities. As well, Radiation Protection Technicians have to be comfortable wearing safety clothing and undergarments provided by OPG.

8. CRITICAL SUCCESS FACTORS

"What does it take to be a good Radiation Protection Technician?"

This RJP summarizes the most important aspects of the Radiation Protection Technician job. The following list of factors will help you to understand the key areas for achieving success and satisfaction as a Radiation Protection Technician. Use the list as a self-assessment guide to think about how well your skills match those necessary to be successful at the Radiation Protection Technician job.

Can I...

- Follow strict policies and procedures?
- Work on computers?
- Work in potentially uncomfortable environments (e.g., working in hot environments, at heights, in confined spaces, with noise)?
- Work in dirty, radiation-prone, or potentially contaminated areas, or work with Radiation Protection equipment (plastic suits, respirators) and Personal Protection equipment (foot wear, hearing protection, gloves)?
- Do physically intensive work?

Am I...

- Interested in monitoring workplace conditions through sampling and instrumentation?
- A conservative and methodical decision-maker?

Will I Be...

- Safety conscious with a questioning attitude?
- Good at working with a variety of people?
- Flexible in accommodating changes to my work day?

9. OPG CONTACT INFORMATION

"Who can I call if I have questions?"

For further information please consult OPG's website www.mypowercareer.com to get more information or to contact OPG.

CLOSING REMARKS

In this document, we have attempted to provide you with BASIC information about the Radiation Protection Technician position, i.e., information that is **broad** in its breadth of coverage, **accurate** in its depiction of the job, **specific** to the Radiation Protection Technician job, **important** to being satisfied in this position, and is based on **credible** information.

We hope the information has been useful in helping you decide whether you would like to submit an application to OPG for this position.