

LABORATORY SERVICES SUPERVISOR

KIND OF WORK

Supervision of a large medical laboratory services unit.

NATURE AND PURPOSE

An employee in this class supervises the operations of a large medical laboratory services unit engaged in the preparation of media, solutions, stains and other laboratory materials; in cleaning, sterilizing and storing a large quantity of laboratory glassware and equipment; and in caring for a large number of small animals used for laboratory purposes. This employee supervises the technical work of laboratory technicians and the routine laboratory services functions performed by a large group of custodial workers. Direction is received from the Medical Laboratory Director through verbal and written instructions, but the employee is responsible for planning and supervising all operational details of the unit.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises laboratory technician and participates in the preparation of numerous kinds of culture media, solutions and stains; the filling and boxing silver nitrate ampules and the bottling of tuberculin for laboratory use or distribution to doctors and hospitals.

Plans and supervises the work of custodial workers in washing, sterilizing and storing large quantities of tubes, flasks, bottles, and other glassware and equipment.

Supervises the operation and maintenance of steam autoclaves, ovens, stills and other laboratory equipment.

Purchases or exchanges small animals used for laboratory purposes and supervises the maintenance of breeding colonies of small animals, their feeding and care.

Supervises the repair of numbered state laboratory property in the Health Department Building.

Requisitions materials and supplies for laboratory use.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the methods used in preparing culture media, stains, solutions and other laboratory materials.

Thorough knowledge of laboratory principles, techniques, and equipment.

The operations involved in the receipt, storage and issuance of materials and supplies.

Laboratory services equipment and machinery.

Ability to:

Plan and supervise the work others and to manage supervisory detail efficiently and economically.

Est.: 7/63

Rev.:

Ckd.: 11/92

T.C.:

Former Title(s):