

## Laboratory Supervisor

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### **DEFINITION**

This is professional level work in the supervision of a testing laboratory facility.

Employees of this class plan the day-to-day and long-term operation of and supervise the staff involved in the operations of their branch level laboratories. The work involves ensuring that proper procedures and methods are used in supervising the operation of the laboratory, testing equipment and specialized programs. They are involved in the administration of private laboratory contracts. Considerable judgement, initiative and supervisory ability is required in laboratory operations. Supervision is exercised over subordinate professional and technical staff. The difference between this classification and the Laboratory Scientist I classification is found in the ongoing professional supervision of laboratory employees.

### **TYPICAL DUTIES\***

Plan and assign the workload of various laboratory areas.

Schedule analyses in accordance with city policies and provincial legislation.

Assist in the selection and monitoring of contracted laboratories and facilities.

Order spot check tests in progress and ensure that quality control protocols are being followed.

Authorize the discarding of samples.

Ensure that all supplies and equipment meet specifications for quality.

Order supplies and equipment as required.

Hire, train, schedule, discipline and write performance appraisals on staff.

Provide information and interpret scientific data for other technical employees and the public.

Set and enforce safety policies and procedures.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of laboratory techniques and methodology, including the theory, principles and practices of chemical, biological, microbiological and/or physical testing and analyses.

Considerable knowledge of the current legislation and regulatory requirements as required by the position assignment.

Knowledge of the current literature, trends and developments in the area of work assigned.

Considerable written and oral communication skills.

Ability to supervise and instruct senior technical and professional laboratory employees.

Ability to operate, maintain and calibrate laboratory instrumentation currently in the use by the city or available in the market.

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Ability to train employees in the operation, maintenance and calibration of city laboratory instrumentation and equipment.

Ability to prepare and edit technical reports.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

University graduation in sciences of a related discipline with major course work applicable to the area of work assigned and a minimum of three (3) years professional experience involving scientific analysis and research in a laboratory of which at least one (1) year shall be at the supervisory level.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0741		0742	

Last Updated:  
Previous Updates:  
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