CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 761.3

Job Title: **LABORATORY SUPERVISOR**

Pay Grade: 24

GENERAL SUMMARY:

Supervises all phases of the daily laboratory operations within a specific unit or section.

RESPONSIBILITIES:

- Supervises the daily laboratory operations, including work schedules, work assignments, receipt, and allocation of specimens for testing, employee training, evaluation, counseling, etc.
- Implements, maintains, and monitors laboratory testing procedures, ensuring quality control and cost effectiveness.
- Performs routine laboratory tests on a fill-in basis.
- Performs evaluations of new test methodologies or of revised testing procedures.
- Assists in development and maintenance of safety protocols.
- Requisitions laboratory supplies and equipment.
- Compiles and reviews test results and distributes lab reports, inputs patient data and test results for billing.
- Advises other department personnel on proper procedures for sample collection and submission.
- Performs other duties as requested.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in a biology science, Chemistry, an environmental science, Clinical Laboratory Science, or a Physical Science from an accredited institution.

EXPERIENCE:
Five years of professional experience in a Public Health laboratory or a similar facility are required.

SUBSTITUTION:
A Master's degree in a biology science, Chemistry, an environmental science, Clinical Laboratory Science, or a Physical Science from an accredited institution may be substituted for two years of experience; or

a Doctoral degree in a biology science, Chemistry, an environmental science, Clinical Laboratory Science, or a Physical Science from an accredited institution may be substituted for three years of experience.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information. Interaction with other Programs may be frequent and requires a high degree of technical skill and judgement.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Microbiologist I	Chemist I
Microbiologist II	Chemist II
Microbiologist III	Chemist III
Microbiologist IV	Chemist IV
Laboratory Supervisor	Laboratory Supervisor
Laboratory Manager	Laboratory Manager

Effective: October 1990
Revised: March 2017
Revised: September 2023