CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 771.4

Job Title: **MICROBIOLOGIST IV**

Pay Grade: 23

GENERAL SUMMARY:

Performs, analyzes and interprets highly complex bacteriological, serological and/or virological tests according to established laboratory procedures, ensuring quality control standards are met.

RESPONSIBILITIES:

- Oversees the daily work activities of staff personnel, including scheduling and reviewing work and training employees.
- Monitors the quality control and assurance of test results.
- Performs varied laboratory tests for the detection, isolation and identification of viruses and bacteria which cause human or animal diseases.
- Isolates microorganisms from specimens and identifies those pathogens using biochemical and serological techniques.
- Handles instrument troubleshooting and preventive maintenance; makes minor repairs.
- Performs special microbiological, serological and/or virological tests as needed.
- Maintains direct responsibility for microbiological research projects and writes technical reports.
- May be required to serve as an expert witness in legal or regulatory proceedings.

SPECIFICATIONS:

KNOWLEDGE:
A Bachelor's degree in Biology, Bacteriology, Microbiology or a closely related field is required.

When assigned to Health Department:
A Bachelor's degree in Microbiology, Biology, Chemistry, Clinical Laboratory Science, or a Physical Science from an accredited institution is required.

EXPERIENCE:
Four years of experience in laboratory work dealing with bacteriology, serology or virology are required.

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.

SPECIFICATIONS: (continued)

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 general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

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 exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

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
Microbiologist II
Microbiologist III
Microbiologist IV
Laboratory Supervisor
Laboratory Manager

Effective: March 2017
Revised: August 2023