Supervisor, Laboratory Services Technician

Job Code 00007130

General Description
Responsible for supervising the activities of staff in the laboratory.

Examples of Duties
Supervise the daily cleaning of technical equipment by process procedure of all areas of the laboratories assigned.
Supervise the maintenance and repair of classrooms, offices, laboratories, inventory, storage facilities, vehicles and heavy equipment.
Design and designate planning procedures for lab technicians to prepare labs and experiments.
Delegate work to staff and student workers.
Coordinate and oversee the installation of new and donated equipment for use in research and student laboratories.
Supervise, designate and implement the repair and rebuilding of tools, machines and apparatus.
Review work of lab techs and student workers.
Supervise and designate the development, planning and design of projects that fulfill the requested needs of faculty.
Acquire, develop and process data, work requests, purchase requests and workloads.
Supervise inventory audit.
Supervise, designate and maintain a consumable supply of inventory and surplus equipment for all laboratories.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Hardware, software and local area network operations; brazing, oxyfuel gas cutting, and welding, resistance seam and spot welding and soldering; foundry operations; power technology, material removal, and machine shop practices; CIM operation and theory, of photography and metallurgical lab; cabinetry and construction; heavy equipment operation.
Skill in: Developing simple and complex process planning procedures; developing complex specifications for purchase requisitions; preparing instructions; effectively coordinating and supervising the work of others.
Ability to: Understand and develop complex technical documents and written job instructions; perform advanced math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements

Revised 09/27/2012