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 process planning procedures for lab technicians to prepare laboratories 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.
- Substitute teaches as needed.
- 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**