

## CHEMISTRY TECHNICIAN SUPERVISOR

This is supervisory, administrative and advanced technical work in directing technicians in a laboratory or field operation engaged in routine and standardized testing of very limited complexity. Employees supervise, plan, direct, review and evaluate the work of subordinates; provide on-the-job training; counsel and administer limited discipline to employees; and develop and implement minor adjustments to methods, procedures, schedules, assignments and testing priorities. Employees are primarily supervisors but would normally spend a considerable portion of their time in filling in for subordinates and in performing or checking the more complex, controversial or advanced work of their section; and would generally function as the technical expert for their specialty area including testifying in court or at hearings as a technical witness. Employees apply a technical knowledge of chemistry principles, testing procedures, methods and techniques to conduct and oversee qualitative and quantitative chemical analyses on a limited variety of substances. Work includes regularly instructing subordinates in methods, procedures, techniques and some chemical theory. Guidelines used are established, standardized and well-documented procedure, methodology and instrument manuals that cover all aspects of the testing operation supervised. Employees normally do not have the authority to make or authorize any deviations, modifications or extensions to establish procedures. Work may include other duties and responsibilities as assigned.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan daily, weekly or monthly work schedules and subordinate training sessions. Employees normally have little involvement in long range planning but will request additional manpower or equipment on occasion.

Organizing and Directing - Employees may make minor reassignments of work and recommend limited changes in methods, procedures and testing priorities.

Budgeting - Employees normally have no involvement in developing, controlling or administering budgets other than recommended manpower or equipment needs.

Training - Employees instruct subordinates in the methods, techniques and procedures utilized in their laboratory or field operation. They are normally not responsible for evaluating and recommending any outside training programs.

Setting Work Standards - Employees explain and instruct subordinates in the established work rules and standards governing quality and quantity. Employees could recommend minor changes in these standards but could not make them on their own authority.

Reviewing Work - Employees review all work completed by subordinates either through reviewing reports or by direct observation. Controversial or relatively complex work is reviewed for conformance to established standards.

Counseling and Discipline - Employees normally are responsible for reviewing and solving informal complaints and grievances, and for recommending and later administering limited discipline such as an oral warning.

Performing Other Personnel Functions - Employees are responsible for performing the initial screening of applicants and for participating in interviews. They also review and recommend leave requests and conduct the initial performance appraisals of subordinates.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work environment is usually very stable with only occasional changes in methods, procedures, equipment or laws and regulations.

Variety of Work Supervised - Employees are responsible for a relatively narrow functional area in one work field.

Number of Employees Responsible For - Employees usually supervise 3 to 15 chemistry technicians.

III. EXTENT OF SUPERVISION RECEIVED

Employees work under close technical and moderate administrative direction and review, with much of their work being evaluated by the overall performance of their section.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - N/A

Physical Dispersion - Employees could supervise a field operation with a statewide distribution of subordinates.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Considerable knowledge of the basic principles, concepts, theories and reference sources used in the laboratory application of chemistry and other related sciences. Considerable knowledge of the laws, regulations and agency policies that govern area of responsibility. Working knowledge of scientific methodology and of the hazards involved in laboratory procedures along with related safety practices. Ability to independently perform and record moderately complex and standardized laboratory or field tests and procedures. Ability to understand and solve simple theoretical problems, and to provide work supervision and instruction to chemistry technicians. Ability to perform mathematics and statistical analysis, and to understand and follow moderately complex objectives and instructions. Ability to perceive colors normally and to make olfactory distinctions, and the ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Associate's degree in one of the chemical, biological, microbiological, environmental or natural resource sciences or a closely related curriculum including related chemistry laboratory coursework from an appropriately accredited institution and one year of directly related chemistry laboratory experience; or an equivalent combination of education and experience.