

## **LABORATORY SERVICES SUPERVISOR**

### **NATURE OF WORK**

This is highly responsible, skilled administrative and supervisory work in planning, directing and coordinating the technical and operating services of the Ocean Sciences Centre.

The employee of this class is responsible for the planning, directing and coordinating of marine laboratory services including wood and fiberglass fabrication, stock inventory, tank maintenance, glassware cleaning, custodial care and motor vehicle control. Work also includes providing technical advice on research support service problems, preparing preliminary budgets, ordering supplies, ensuring that appropriate records are maintained, and establishing and maintaining liaison with internal and external laboratory users, as well as Technical Services and Facilities Management staff. Supervision is exercised over technical and nontechnical staff. Work is performed under the direction of the Director in accordance with established policies and procedures and accepted practices of technical areas. Work is reviewed through discussion, observation of results obtained and effectiveness of services provided.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Plans, directs and coordinates laboratory services including wood, fiberglass and aquarium fabrication, fresh and seawater tank plumbing activities, glassware cleaning, custodial care, tank maintenance, stockroom and supply maintenance and vehicle control; oversees and participates in the work of technical staff associated with these facilities; ensures that areas are operating in an efficient and safe manner; coordinates major repairs and annual maintenance programs; maintains liaison with Technical Services and Facilities Management.

Participates in the interview and appointment of support service personnel; provides instruction to subordinates; prepares and maintains work schedules; evaluates performance of subordinates and service equipment; performs other personnel management duties.

Acts in a consultant capacity regarding research support services; discusses problems of design, construction and installation with faculty, researchers, students and technical staff.

Develops preliminary budget for laboratory service areas; evaluates and monitors material cost and expenditure; recom-mends equipment purchase, as required; prepares estimate of future requirements of supplies, materials and equipment.

Attends laboratory management committee meetings; provides advice to the Director regarding facility requirements; discusses and recommends policy changes, as required.

Ensures that appropriate inventory levels of parts and supplies are maintained; prepares requisitions for required items, as necessary; orders and ensures safe storage of oxygen,

hydrogen, acetylene, nitrogen and other gases; controls and issues keys to laboratory facilities; maintains appropriate records.

Develops vehicle utilization guidelines for discussion with Director; schedules vehicle use according to need and guidelines; ensures that vehicles are maintained in safe working order.

Liaises with faculty members, research personnel and internal and external users on laboratory services.

Reads and studies technical literature and reports to keep abreast of new developments; ensures that technical data and the material related to the work are available for reference.

Perform related work as required.

## **REQUIREMENTS OF WORK**

Extensive experience at a skilled level in planning, directing and coordinating the technical and operating services of a marine laboratory, including considerable supervisory experience; graduation from high school supplemented by the successful completion of an approved program in engineering technology; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Extensive knowledge of the methods, practices, tools and materials used in the installation, maintenance and repair of marine research facilities.

Thorough knowledge of the operation, maintenance and repair of marine laboratory facilities.

Considerable knowledge of the operation and repair of shop tools and equipment.

Considerable knowledge of the design and operation of water supply systems.

Considerable knowledge of effective supervisory methods and techniques.

Considerable knowledge of the literature and of the current developments in marine laboratory facilities.

Knowledge of hazards and safety precautions involved in the work.

Ability to work from plans, sketches, models and oral and written instructions and to exercise judgment in determining techniques and methods.

Ability to locate and identify malfunctions or defects in laboratory installations and to redesign or repair installations.

Ability to maintain, prepare and submit records and reports orally and in writing.

Ability to train and direct the work of technical and nontechnical staff.

Ability to establish and maintain effective working relationships with administrators, faculty members, researchers, external users and staff, as well as Technical Services and University Works representatives.

Skill in the operation of a variety of mechanical devices.

Skill in the care and use of test equipment and tools.

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