

AGRICULTURAL LABORATORY SAMPLE PREPARATION
SUPPORT SERVICES SUPERVISOR

KIND OF WORK

First level supervisory sample preparation/support service work.

NATURE AND PURPOSE

Under general supervision, an employee in this class is responsible for providing supervision to the Support Services/Sample Preparation Unit of the Department of Agriculture Laboratory. The position includes responsibility for lab support, sample preparation, sample analysis, lab supply management, hazardous waste disposal, general equipment maintenance, monitoring of safety practices, and the utility service function.

This classification differs from higher level supervisory Agriculture Lab positions in reportability and diversity of work. Employees in this position report directly to the Agriculture Lab Information/Support Supervisor and act as first level supervision to Support Services and Sample Preparation staff.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all the may be assigned.)

Hires, trains, disciplines, promotes, and evaluates unit personnel to ensure the availability of well-trained staff by complying with labor relations agreements, administrative procedures, and department policy; approving/disapproving leave, timesheets, expense reports, and overtime; completing promotional rating reports; writing letters of commendation and/or reprimand; evaluating, counseling, and cross-training staff; approving position descriptions.

Schedules, assigns, and evaluates work of unit personnel so that work is performed in a timely and accurate manner by considering clientele requirements, monitoring for completeness, and checking for documentation and accurate data transcription; assigning and reviewing work; setting deadlines; overseeing operation of Laboratory Sample Preparation/Support Services Unit.

Coordinates the work of the Lab Support Services/Sample Preparation Unit so that overlapping seasonal sample flow variations are properly processed and samples are handled, stored, prepared, and disposed of efficiently and effectively with appropriate security; maintaining lab equipment and sample preparation areas; performing sample preparation in accordance with 'quality assurance' and 'chain of custody' protocols; using statistically correct methods of subsampling and procedurally correct methods of homogenization; monitoring and maintaining lab utilities, such as vacuum, compressed air, and reverse osmosis water; effectively handling samples, and safely storing and preparing items in a timely manner.

Performs sample extractions required to support analytical units, allowing trained analysts to focus on more rigorous technical work; performing purity analysis of selective large seeded crops; planting common agricultural and grass seeds onto germination devices/media; performing weighing standards and extractions on samples; participating in can seam analysis and organic panels; plating, streaking, transferring, and readying cultures of microorganisms for microbiology laboratory.

Monitors laboratory physical facilities for cleanliness, general equipment maintenance and safety practices to ensure a safe, reliable working environment; ensuring work areas are kept clean and orderly; scheduling routine monitoring maintenance of all lab equipment used as a resource or for providing utilities; monitoring safety practices and advising employees of all safety and right-to-know information; monitoring and keeping records on temperature, humidity, and hood performance throughout lab.

Coordinates and oversees the proper disposal of samples and hazardous waste materials generated by the lab in accordance with federal, state, and city regulations; properly handling designated samples; coordinating lab efforts with inspection divisions on all sample/hazardous disposal issues; recording proper use and disposal events; maintaining material safety data sheets.

Assists the Information/Support Services Section Supervisor in directing and implementing the Laboratory Quality Assurance Program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles of supervision sufficient to hire, train, promote, and evaluate unit staff and achieve maximum utilization of human resources.

Statistical sampling sufficient to understand the importance of proper sample preparation.

Laboratory/inspection division functions sufficient to direct staff, meet deadlines, develop documentation, and provide service.

Chemical/lab environment sufficient to understand reasons for established laboratory practices/procedures.

Hazardous waste handling and disposal sufficient to understand and interpret federal, state, and city regulations preventing adverse impact on staff and environment.

Laboratory utilities and maintenance, including reverse osmosis water purification, vacuum and compressed air systems sufficient to monitor, diagnose, and repair problems.

Agricultural Laboratory Sample Preparation Support Services Supervisor

Class Specification

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Ability to:

Communicate effectively, both verbally and in writing, sufficient to train support services staff so that projects are completed and documented in a timely and accurate manner.

Oversee laboratory supply and inventory system, sufficient to maintain supply and equipment availability.

Est.: 07/90

Rev.:

TC:

Former Title(s):