

## SUPERVISOR - LABORATORY TECHNICAL SERVICES

### **Function of Job:**

Under general supervision of laboratory, project director, or other administrator, supervise the technical support activities of a research laboratory and oversee facility as assigned.

### **Characteristic Duties and Responsibilities:**

1. Supervise the daily operations and technical support staff in the construction and testing of complex scientific experiments, including scheduling, assigning and reviewing work projects.
2. Coordinate and supervise the setting up and use of laboratory equipment.
3. Consult and advise research scientists, engineers and/or faculty in the design and selection of materials for the construction of apparatus and equipment. Instruct and supervise staff in the construction of apparatus and equipment.
4. Oversee maintenance of physical plant and capitol equipment.
5. Discuss and purchase necessary equipment and materials from outside vendors.
6. Arrange for shipment of personnel and equipment to field sites, and act as liaison with outside contractors or others involved in experiments.
7. Provide advice and guidance to faculty, researchers and technicians on specialized experimental projects.
8. Assist in the writing of contract proposals, cost estimates and progress reports as requested by project director or supervisor.
9. Maintain personnel, equipment and related laboratory records.
10. Perform other related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in science or electronic/technical area and three years of related experience, including one year of supervisory, procurement, and/or administrative experience.

### **Additional Desirable Qualifications:**

1. Research experience in higher education.

6/24/09

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System Approval

6/22/09

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Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

\* Revised - Original approved 1/16/75 and revised 7/30/80.