

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
MEDICAL TECHNICIAN SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise Laboratory, Dental Laboratory, or X-Ray Technicians in an area of specialized work.

Position Code Title - Medical Technician Spv-1

Medical Technician Supervisor 12

The employee serves as a first-line supervisor coordinating and directing the work of subordinate employees.

Position Code Title - Medical Technician Spv-2

Medical Technician Supervisor 13

The employee serves as a second-line supervisor coordinating and directing the work of subordinate employees through first-line supervisors.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence related to the work.

Oversees the maintenance and calibration of laboratory equipment.

Maintains inventory and requisitions materials and supplies.

Directs the performance of biological, chemical, or physical analyses and determinations.

Oversees the creation, processing, and finishing of full and/or partial dentures, including chrome-cast processing.

Oversees receiving, accessing and storage of laboratory specimens

Directs x-rays imaging, including arteriograms, pneumoencephalograms, and pre-surgical x-rays.

Ensures that staff adhere to quality and safety guidelines and regulatory requirements.

Assists in troubleshooting and resolving technical issues.

Facilitates communication between laboratory staff and other departments.

Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12 level and thorough knowledge is required at the 13 level.

Knowledge of the principles, practices, methods, techniques, tools and equipment used in the work.

Knowledge of quality control and assurance procedures.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of labor relations.

Knowledge of equal employment opportunity policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to perform mathematical computations.

Ability to apply knowledge of the principles, practices, methods and techniques used in the work.

Ability to inspect work for accuracy and quality, and make corrective adjustments.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to monitor and evaluate program and organizational performance to assess efficiency and effectiveness

Working Conditions

The job requires an employee to be exposed to disease, radiation, and toxic chemicals.

Some jobs require an employee to work where there is potential exposure to injury or illness.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

Education

Possession of an associate degree in radiological, dental, or engineering technology; or in the physical or biological sciences.

Experience

Medical Technician Supervisor 12

Four years of experience equivalent to a Laboratory Technician, Dental Laboratory Technician, or X-Ray Technician, including two years equivalent to a Laboratory Technician E10, Dental Laboratory Technician E10 or X-Ray Technician E10, or one year equivalent to a Laboratory Technician 11, Dental Laboratory Technician 11, or X-Ray Technician 11.

Medical Technician Supervisor 13

Five years of experience equivalent to a Laboratory Technician, Dental Laboratory Technician, or X-Ray Technician, including three years equivalent to a Laboratory Technician E10, Dental Laboratory Technician E10 or X-Ray Technician E10, two years equivalent to a Laboratory Technician 11, Dental Laboratory Technician 11, or X-Ray Technician 11; or, one year equivalent to a Laboratory Technician 12, Dental Laboratory Technician 12 or Medical Technician Supervisor 12.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MEDTCHSPV

Job Code Description

MEDICAL TECHNICIAN SUPERVISOR

Position Title

Medical Technician Spv-1

Medical Technician Spv-2

Position Code

MEDTSPV1

MEDTSPV2

Pay Schedule

NERE-101

NERE-102

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10/12/2025