

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Medical Technologist (Lead)

CLASS CODE: 5462

GENERAL DESCRIPTION OF DUTIES:

Incumbents perform laboratory test procedures on specimens to detect communicable disease, environmental contaminants, and other conditions; provide functional guidance to other employees; perform related record keeping duties.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level technical classification in the Medical Technical Series - Medical Technology Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for performing highly complex clinical lab testing and analysis and provide functional guidance to less experienced Medical Technologists and lab personnel.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a work leader/coordinator class. Positions have been assigned on a regular basis partial responsibility for coordinating and guiding the work of at least two or more full time equivalent positions performing the same kind of work. The positions themselves may change periodically or on a regular basis. Typical elements of direct control over other positions by a work leader/coordinator include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. This may include employees at more than one location. The work leader/coordinator also has been delegated some responsibilities in assisting the employee who has been assigned regular full supervisory authority, responsibility and accountability in regard to the group of employees. Generally, the work leader *has input into supervisory decisions made at a higher level*, and may have authority to sign leave requests and approve/adjust work hours. Positions at this level are designated team or project leader/coordinator work on a regular and recurring basis. However, in addition to the lead/coordinating responsibilities, the incumbent also can be expected to perform the same or highly similar work as the positions over which the incumbent has accountability, on an as-needed basis.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Schedules, distributes/balances and guides the work assignments of co-workers, according to established work flow/assignment requirements, to assist supervisory staff with timely completion of the assigned work load.

Monitors and reports on co-worker work performance to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains co-workers, as directed, in specific task, job practices and procedures of clinical lab work to improve and maintain the performance levels of these employees.

Collects specimen samples for testing.

Conducts tests for disease pathogens, bacteria and other health-related matters. Isolates and identifies pathogens, abnormalities and other required test indicators.

Prepares growth media, agars, broths and stains.

Performs quality control tests to assure reliability of tests.

Performs cell counts and differentials.

Performs stal lab test such as darkfield, gram stain, and KOH/wet prep analysis.

Performs environmental toxicology and clinical chemistry testing.

Documents test results and completes related records, reports and forms.

Identifies and corrects problems with malfunctioning lab equipment.

Resolves problems with specimen samples with providers.

Maintains lab supply inventory.

May perform phlebotomy duties.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to persuade, convince, influence, train and monitor the work of other Medical Technologists and lab personnel, in favor of a desired outcome. Requires the ability to act as a lead person.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as spectrophotometer, autoclave, incubators, pH/conductivity meter, microscopes, centrifuge, pipettes, balance scale, telephone and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as lab reports/records, test forms, requisitions, supply inventory, procedure manuals, safety manuals, equipment operating manuals, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; perform mathematical operations involving basic algebra.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as odors, toxic/poisonous agents, disease or pathogenic substances.

Physical Requirements:

Requires the ability to lift specimen samples and lab equipment and tools weighing up to twenty pounds.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and odors to distinguish bacteria colonies and specimen characteristics. Ability to sustain prolonged visual concentration.

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