



Career Service Authority  
Central Supply Supervisor

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### GENERAL STATEMENT OF CLASS DUTIES

Performs supervision of employees involved in the decontamination and distribution of medical supplies and equipment.

### DISTINGUISHING CHARACTERISTICS

*Central Supply Supervisor* is the highest level position in the Central Supply series. Positions in the lower level *Central Supply Lead Technician* class assist the supervisor by performing lead work responsibilities during a work shift or in a specific area.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured, and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusions, adequacy and conformance to policy.

#### ***Interpersonal Communications and Purpose:***

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered, and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

#### ***Level of Supervision Exercised:***

Supervises two or more employees who do not supervise.

## ESSENTIAL DUTIES

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops the performance enhancement plan, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Develops and implements training and development plans and opportunities for subordinate staff.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Decontaminates medical equipment and distributes medical supplies to hospital clinics.

Restocks, labels and maintains supply inventories, submits supply requisitions and distributes supplies, linens, medical equipment and crash carts to hospital departments, laboratories and clinics.

Assembles, checks and finalizes crash carts. Places locks on carts to secure and maintain assigned equipment and supplies.

Verifies that equipment functions properly, requisitions for equipment maintenance, repair or replacement; and removes defective equipment.

Maintains a clean work area.

Assists with maintaining established departmental policies and procedures, objectives; and quality improvement, safety, and environmental and infection control standards.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; adjusts work plans/activities as a result of budget changes.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Internal Controls/Integrity** - Assures that effective internal controls are developed and maintained to ensure the integrity of the organization.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

**Problem-Solving** - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

**Written Communication** - Expresses facts and ideas in writing in a succinct and organized manner.

**Technical Competence** - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting); maintains credibility with others on technical matters.

**Leadership** - Inspires, motivates and guides others toward goals; coaches, mentors and challenges staff, adapts leadership styles to various situations, models high standards of honesty, integrity, trust, openness and respect for individuals by applying these values daily.

**Flexibility** - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with pressure and ambiguity.

**Supervising a Diverse Workforce** - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

**Human Resources Management** - Empowers and mentors staff by sharing power and authority; develops lower levels of leadership; shares rewards with staff; ensures staff are appraised, developed, and are otherwise treated fairly.

**Interpersonal Skills** - Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations.

**Self Direction** - Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.

**Team Building** - Manages group processes; encourages and facilitates cooperation, pride, trust and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Decisiveness** - Makes sound and well-informed decisions; perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

**Conflict Management** - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact

**Client Orientation** - Anticipates and meets the needs of clients; achieves quality end-products; is committed to improving services.

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

**Reading** - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Knowledge of supervisory principles and practices sufficient to be able to perform elements of full, formal supervision.

Knowledge of supervisory principles and practices sufficient to be able to develop an employee performance enhancement plan and determine priorities.

Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in responding to grievances and in problem resolution/developing alternatives.

Knowledge of equipment function sufficient to be able to determine operational adequacy and to distinguish between operator error and equipment malfunction.

Knowledge of applicable sanitary, infection control, and safety standards sufficient to be able to perform all assignments within the safety parameters.

Knowledge of unit and floor needs sufficient to be able to assemble and distribute appropriate medical supplies and equipment.

Knowledge of processes, procedures and quality assurance sufficient to be able to decontaminate equipment and distribute medical supplies.

Skill in applying existing guidelines or creating new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Skill in cleaning specialized equipment.

### ***Physical Demands:***

Carrying: Transporting and object, usually by hand, arm, or shoulder.

Climbing: Ascending or descending objects usually with hands/feet.

Crouching: Bending body downward and forward by bending legs.

Eye/hand/foot coordination: Performing work through using two or more.

Fingering: Picking, pinching, or otherwise working with fingers.

Handling: Seizing, holding, grasping, or otherwise working with hand(s).

Kneeling: Bending legs to come to rest on one or both knees.

Lifting: Raising or lowering an object weighing more than 50 lbs. from one level to another.

Pulling: Exerting force on an object so that it is moving to the person.

Pushing: Exerting force upon an object so that the object is away.

Reaching: Extending the hand(s) and arm(s) in any direction.

Repetitive Motions: making frequent movements with a part of the body.

Standing: Remaining on one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Walking: Moving about on foot.

Accommodation: ability to distinguish and identify different colors.  
Color Vision: ability to distinguish and identify different colors.  
Near Acuity: ability to see clearly at 20 inches or less.  
Mathematical Reasoning  
Memorization  
Oral Comprehension  
Written Comprehension

***Working Environment:***

Wet: Frequent contact with water or other liquid.  
Hazards: Conditions where there is danger to life, body, and/or health.  
Atmospheric Conditions: Conditions that affect the skin or respiratory system.  
Exposed to hazardous/toxic chemicals.  
Exposed to hazards from electrical/mechanical/power equipment.  
Exposed to housekeeping/cleaning agents/chemicals.  
Exposed to infection from disease-bearing specimens.  
Exposed to infections and contagious diseases.  
Exposed to risk of blood-borne diseases.  
Exposed to unpleasant elements (accidents, injuries, and illness).  
May be exposed to patient elements.  
Occasional pressure due to multiple calls and inquiries.  
Requires judgment/action which could result in death of patient.  
Subject to burns and cuts.  
Subject to cuts from microtome knives.  
Subject to hazards of flammable, explosive gases.  
Subject to injury from moving parts of equipment.  
Subject to many interruptions.

***Education Requirement:***

High School or GED certificate required.

***Experience Requirement:***

Two years of experience in hospital supply, preparing and distributing medical supplies and equipment.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 01/01/2004

***REVISED BY:*** Don Braden

***CLASS HISTORY*** This revision (formerly Hospital Central Supply Supervisor) follows the decision to assign sterilization and wrapping of surgical instruments and hospital trays to Certified Sterile Processing Technicians.