



Office of Human Resources
Diagnostic Imaging Supervisor - CO2707
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General Statement of Duties

Supervises and performs radiographic procedures and related techniques used for the diagnosis of disease or trauma.

Distinguishing Characteristics

The Diagnostic Imaging Supervisor is distinguished from the Diagnostic Imaging Technologist which performs diagnostic medical radiographs for the diagnosis of disease or trauma and does not have the supervisory responsibilities. This class is distinguished from Imaging Operations Supervisor which supervises and coordinates the daily operations of the Diagnostic Imaging Department and supervises technological staff operating diagnostic and specialty imaging equipment and has second level supervisory responsibilities. In addition, the Diagnostic Imaging Supervisor is distinguished from the Electrocardiograph Technician Supervisor which supervises the work.

Essential Duties

Supervises a shift of diagnostic imaging technologists, resident technologists and student technologists operating radiographic equipment used for the diagnosis of disease or trauma in a teaching hospital.

Assigns patients to exam rooms based on patient condition and exam type.

Authorizes the release of patients upon the completion of radiographic examination.

Examines and approves radiographic film for quality.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.

Plans, schedules, coordinate, and assign work and establish goals and priorities for subordinate employees.

Resolves unit operational problems and handles patients' complaints.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

None

Level of Supervision Exercised

Supervises two or more employees who do not supervise.

Education Requirement

Completion of a two year program approved by the American Registry of Radiological Technologists in Radiological Technology at a hospital or college.

Experience Requirement

One (1) year of experience of the type and at the level of Diagnostic Imaging Technologist.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

Current certification as a Registered Radiological Technologist (RT) with the American Registry of Radiological Technologists (ARRT) at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to biohazardous radioactive substances
Potential exposure to explosive chemicals, gases and low-level radiation
Potential exposure to odorous chemical and specimens
Potential exposure to patient elements
Potential exposure to unpleasant elements (accidents, injuries and illness)
Subject to electrical and radiant energy hazards.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-12

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 9/1/2024

Revised By: JFH

Class History: 6/11/19 – Updated working environment verbiage; 9/1/24 – Revised pay grade per CN1828.