



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

Performs supervision of radiological technologists conducting general radiography imaging studies, prioritizes imaging studies, works with radiologist and other associated hospital personnel, and reviews and ensures quality of radiological images.

### Distinguishing Characteristics

Performs general diagnostic radiography imaging studies. Supervises radiologic technologists in their daily performance of imaging studies. Reviews and prioritizes ordered imaging studies working with radiologists, other imaging sections within Radiology, and other hospital departments to ensure effective utilization of personnel and equipment. Reviews image quality of radiologic technologists and provide coaching on how to improve image quality. Develops and maintains weekly staff work schedules for technologists. Administers annual performance evaluations on staff members and prepares/administers necessary paperwork to address progressive counseling situations.

### 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.

Manages employees, which includes conducting annual performance reviews for direct reports. All performance reviews must be completed prior to due date, performing monthly one-on-one sessions with direct reports to discuss daily activities, identifying potential problem issues with regard to the delivery of care, and opportunities to enhance patient satisfaction.

Performs general radiographic/fluoroscopic imaging studies by selecting specific software parameters that will consistently produce a quality image for use by radiologists in their interpretation activities.

Coordinates, assigns and prioritizes radiology orders and workload with radiologists, members from other sections of Radiology, and departments outside of Radiology to ensure effective utilization of personnel and equipment. Develop work schedules for direct reports. Interviews with new candidates for radiologic technologist positions. Enters data, images post-processing, archiving tasks and quality assurance and assists in other related user interface activities in the PACS system. Scans all relevant clinical information into the PACS, on a per case basis, assigns prioritization box for the radiologists' work lists, and then transmits current (and comparison images, when applicable) to the PACS. Reviews of PACS Quality Control (PACS QC) reports related to quality assurance as well as Safety Intelligence (SI) reports.

Counsel radiologic technologists who are responsible for PACS QC incidents in terms of how to perform high quality images, use appropriate identifiers, and conform to relevant imaging protocols.

Investigates all reported SI incidents and submits results of these investigations to Imaging Manager for input into Denver Health's SI reporting system.

Notates within the appropriate electronic/hardcopy document, as necessary, all pertinent patient information to comply with patient screening, ordering, charting, and medical record requirements.

Oversee the maintenance of department inventory by directing staff to order, stock, and perform inventory checks on those medical supplies utilized when performing general radiographic examinations.

Oversee maintenance of imaging equipment by ensuring that scheduled preventative maintenance activities are performed. Contacts service personnel and notify Radiology's senior management staff of equipment malfunctions.

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

Knowledge of addressing age-specific care needs and effectively communicating with patients.

Knowledge of supervisory theory and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of how to operate general radiographic/fluoroscopic equipment and related technology.

Skill in exercising initiative, judgement, and decision-making in solving problems to meet organizational objectives.

Ability to perform general radiographic/fluoroscopic imaging studies.

Ability to interpret physician orders and requests for general radiographic/fluoroscopic imaging studies.

Ability to exercise judgement in configuring equipment settings to compensate for patient physiological variances.

Ability to produce quality images of various anatomical structures.

### Level of Supervision Exercised

Supervises two or more employees who do not supervise.

**Education Requirement**

Associate's Degree in Radiological Technology approved by the American Registry of Radiological Technologists.

**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**

Basic Life Support (BLS) certification at time of application.

Cardiopulmonary Resuscitation (CPR) certification at time of application.

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 chemicals 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: 2/12/2026

Revised By: JFH

Class History: 6/11/19 – Updated working environment verbiage; 9/1/24 – Revised pay grade per CN1828;  
2/12/26 – Revised General Statement of Duties, Distinguishing Characteristics, Essential Duties, Knowledge &  
Skills, Education Requirement and Licensure & Certification.