**Supervisor, Anatomical Laboratory Standard Job Description**

**Classification Title:** Supervisor, Anatomical Laboratory

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Anatomical Laboratory Supervisor, under general supervision, supervises the technical and administrative activities associated with the preparation and disposal of cadaver and animal materials. Maintains departmental necropsy or gross anatomy laboratories, and maintains departmental equipment associated with the gross anatomy and ancillary laboratories.

**Essential Duties and Responsibilities:**

**40% Laboratory Management**

* Oversee the care and operation of teaching laboratories.
* Prepare specimens and anatomical teaching laboratories for medical or veterinary students.
* Purchase and maintain inventory supplies and equipment.
* Supervise assigned staff.
* Perform general maintenance of gross dissection laboratory, skeletons, and anatomical models.
* Maintain accurate records regarding the receipt, issuance, and disposal of cadavers.

**20% Necropsy and Waste Management**

* Responsible for necropsy lab set-up including receiving animals and ensuring the paperwork is correct.
* Assist with necropsy procedures.
* Remove and dispose of carcasses and conduct laboratory clean-up.
* Ensure safety standards are followed by everyone on the necropsy floor.
* Assist with the operation of the incinerator and preparation of animals for rendering.
* Maintain disposal records for bio-waste.

**10% Cadaver and Specimen Care**

* Embalm, prepare, and store all cadaver material.
* Assign specimens and cadavers to students.
* Care for cadaver material in student tanks or cold rooms.

**10% Educational Support**

* Arrange and conduct tours of laboratory facilities.
* Deliver specimens and pick up supplies.
* Oversee lab student workers as necessary.
Photograph requested lesions.
Keep labs and rooms clean and orderly.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* High school graduation or any equivalent combination of training and experience.

**Required Experience:**

* Two years in related laboratory work.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of mortuary science principles and practices.
* Oral and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Steam Boiler
* Tissue Digestor
* Incinerator
* Ceiling Hoist
* Forklift
* Bandsaw
* Various Power Tools & Hydraulic Table
* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**