

		<b>ISSUED: 6/93</b>
		3/88 & 8/91
	<b>SALARY</b>	<b>CLASS</b>
<b>TITLE:</b> <u>Mortuary Supervisor</u>	<b>SCHEDULE:</b> <u>    B    </u>	<b>CODE:</b> <u>  PE505  </u>
	<b>SALARY</b>	<b>EEO</b>
<b>UNION:</b> <u>P&amp;A – Local 1979, U.A.W.</u>	<b>GRADE:</b> <u>    12    </u>	<b>CODE:</b> <u>  50    </u>
		<b>E-</b>
	<b>FLSA:</b> <u>Exempt</u>	<b>CLASS:</b> <u>PE    </u>

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**POSITION PURPOSE**

Supervise and participate in the receipt, storage, preparation, utilization and final disposal of human remains used for University teaching programs. Manage the business support functions associated with these activities and serve as liaison with the appropriate government and health agencies. Position duties require the application of involved practices and precedents as well as an in-depth knowledge of mortuary science and embalming techniques.

**ESSENTIAL JOB FUNCTIONS**

- Supervise the preparation of human remains to insure complete disinfection, disinfestation and preservation for long term utilization in medical education programs. Accept or refuse all donated, willed or unclaimed corpses for use in teaching; determine appropriate chemicals to be used for each post-mortem situation; set priorities for incoming bodies.
- Ensure that all necessary vital statistics and other pertinent records are completed and filed with the appropriate offices and/or agencies. Screen death certificates and body release forms for accuracy and legitimacy; send appropriate forms to the State Board of Health to be maintained; maintain complete and accurate records.
- Maintain liaison with appropriate offices related to the acquisition and disposal of human remains, e.g. Local Registrar, Wayne County Social Services, Public Administrator, Social Security, Wayne County Medical Examiner, State Board of Examiners in Mortuary Science, etc. Work with offices to ensure appropriate procedures are followed and that paperwork is complete and accurate.
- Provide and maintain transportation services for the transfer of remains from place of death, or County morgue, to the University. Arrange final disposal of the remains following educational use; cremate remains as requested; provide storage of identified remains and/or deliver body to next of kin upon request.
- Utilize all recommended procedures of disinfection and decontamination, hygienic practices and public health protection as they relate to the embalming environment, anatomy and dissection laboratories and adjacent areas. Follow proper procedures to prevent the spread of communicable diseases; take necessary precautions to safeguard health of laboratory staff and students. Institute new safety procedures in response to epidemics and health concerns.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Assist in the administration of the Body Bequest Program. Provide chapel viewing opportunity upon request; represent Body Bequest Program to the media. Assist in the administration of and adherence to the State Anatomic Law as it pertains to the processing of unclaimed human remains. Keep abreast of changing policies, procedures and documentation requirements.
- Supervise the preparation and maintenance of Gross Anatomy laboratories used for teaching. Prepare specimens for use in the teaching program; clean and maintain laboratories and storage areas; purchase, store and allocate teaching aids; maintain business records, cash collection procedures, inventories and data required to manage these functions. Provide functional supervision to lower level non-exempt staff; recommend hire of subordinate staff.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification oversees the efficient operation of the morgue, Body Bequest Program and Gross Anatomy laboratories. As such, the incumbent is acquiring, preparing, storing and disposing of the human remains that are used for teaching programs as well as maintaining complete and accurate records of pertinent information. Position duties require an in-depth knowledge of appropriate regulations, embalming techniques and safety and health procedures. Work activities are specific in objective and content, but require the incumbent to search for solutions and new applications and establish priorities and procedures. Position duties demand that the incumbent use moderate physical effort consistent with frequent handling of medium weight hand tools, climbing and working from ladders or in awkward positions. The incumbent's working environment is fair and exposes him/her to infrequent abnormal variations in temperature and unfavorable fumes. This position is typically located in the School of Medicine, Department of Anatomy and reports to and receives work direction from the chairman of the department.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited professional program in mortuary science or equivalent combination of education and/or experience.
- Current Mortician licensure.
- Reasonable experience working in a mortuary setting.
- Ability and willingness to work with human cadavers and anatomical specimens.
- Reasonable knowledge of anatomy.
- Thorough knowledge of safety and health precautions needed when working with human remains.
- Possession and maintenance of a valid Michigan vehicle operator's license desirable.
- Considerable knowledge of local, State and federal regulations regarding the acquisition and disposal of human remains as well as the documentation requirements.
- Typically, incumbents have held positions in a morgue, funeral home or anatomical research unit.