



CORR-LAUNDRY MANAGER

CHARACTERISTICS OF WORK:

This is supervisory work in the operation of a large institutional laundry in a correctional facility. Incumbents in this classification are involved in the formulation and maintenance of effective methods and techniques of laundry operation. The incumbent is required to perform various clerical duties such as logging truck mileage, tool inventory, and chemical usage; completing request forms for hiring of inmates; and creating monthly schedules. The work includes responsibility for inventory controls, budgetary expenditures, and the scheduling of inmate work assignments. Incumbents in this position will be required to drive a large, delivery truck. The work is performed under general supervision of an administrative superior. Supervision is exercised over inmates assigned to the laundry.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from a standard four year high school or equivalent (GED);

AND

Experience:

One (1) year of experience in work related to the described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

Licensure:

Applicant is required to possess a valid driver's license.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance, and stoop, kneel, crouch, or bend. The incumbent is frequently required to sit.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Equipment Maintenance and Operation: Maintains and operates laundry equipment.

Makes adjustments and minor repairs to equipment. Operates various equipment such as washers, tumblers, dryers, extractors, flat ironers, or other equipment in the processing of laundry. Maintains and cleans all equipment located in the laundry.

Technical Competence: Possess knowledge that is acquired through formal training or extensive on the job experience; understands technical information related to the job and advise others on technical issues.

Maintains supply inventory. Maintains daily logs of truck activity, inmate activity, chemical usage and supplies, and other unusual occurrences. Writes memos and weekly, monthly, and quarterly reports and files accordingly.

Managing Human Resources: Schedules, coordinates, and supervises work assignments of inmates in a correctional facility.

Plans work schedules and develops collection and delivery routes. Supervises pick-up, processing, and delivery of all laundry. Instructs inmates in their duties and trains them in proper laundering techniques.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Manages the laundry operation at a correctional facility.
2. Performs various clerical duties.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Instructs inmates in their duties and trains them in proper laundering techniques.

Maintains supply inventory.

Makes adjustments and minor repairs to equipment.

Plans work schedules and develops collection and delivery routes.

Supervises pickup, processing, and delivery of all laundry.

Maintains daily logs of truck activity, inmate activity, chemical usage and supplies, and other unusual occurrences.

Writes memos and weekly, monthly, and quarterly reports and files accordingly.

Maintains proper documentation for the American Correctional Associates (ACA).

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.