

SENIOR MAINTENANCE MECHANIC I (LAUNDRY OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the supply Sergeant, this position located in the Department of Correction, is responsible for managing the day to day operations of the laundry, including but not limited to, ensuring the proper maintenance of laundry equipment and supplies; keeping detailed records of laundry activities to prepare a variety of operational reports; establishing and monitoring production schedules; maintaining liaison with members of the Program Board, an internal inmate assignment body; supervising and participating in the ordering of supplies, and interacting with jail and penitentiary staff as needed to ensure the effective operation of the laundry. Supervision is exercised over subordinate laundry staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages the day to day operations of the laundry by planning work and production schedules for subordinate staff and inmates performing laundry services;

Supervises subordinate staff engaged in training and instructing inmates in laundry operations to ensure that all protocols are adhered to; may participate in laundry operations as needed;

Keeps detailed records of laundry operations including but not limited to, inmate assignments, laundry tonnage; costs of operation, etc.;

Prepares detailed weekly, monthly and quarterly reports of laundry operations for tracking purposes as well as management analysis;

Ensures the proper maintenance of laundry equipment and machinery;

Maintains frequent contact with the supply Sergeant to ensure that laundry counts are accurate and that production schedules are timely;

Performs spot checks on laundry operations for quality control purposes;

Orders supplies and ensures that inventory and supplies are available; ensures that all chemicals are tracked and accounted for;

Maintains frequent contact with jail and penitentiary staff to ensure coordination of efforts;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern laundry operations and washing formulas; familiarity with the maintenance and repair of laundry equipment; ability to maintain detailed records of laundry operations; ability to plan, layout and direct the work of others; ability to establish

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd). and maintain effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to speak, read, write, understand and communicate in English sufficiently to perform the essential duties of the position; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and three years of full-time paid work experience in a commercial or institutional laundry, one year of which must have been in the operation of a heavy duty washer.

NOTE #1: Experience in a Laundromat cannot be accepted as commercial laundry experience.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.