

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS LAUNDRY MANAGER I

POSITION CODE: 09808
Effective: 9-1-19

DISTINGUISHING FEATURES OF WORK:

Under general supervision, exercises managerial responsibility for the operation of an institutional laundry which includes planning, directing and supervising offenders within a correctional facility.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Formulates and revises laundry work schedules and work assignments for a laundry operation to maintain peak efficiency of laundry operations in accordance with varying work load requirements.
2. Assigns work and supervises offenders engaged in receiving, sorting, washing, ironing, packing and delivering laundry to sections of the institution.
3. Maintains inventory of laundry supplies; prepares and submits quarterly and special requisitions for supplies; recommends replacement of laundry machinery and equipment, and general arrangement of laundry area (machine and equipment location, receiving and delivering areas, work stations, etc.).
4. Confers with institutional section chiefs or equivalent personnel concerning the performance and progress of assigned offenders.
5. Assumes responsibility for the maintenance of laundry facilities and equipment; establishes preventive maintenance schedules; requests major repairs and makes minor repairs and adjustments to equipment; prepares maintenance work orders.
6. Maintains records of offenders, operations and equipment maintenance; prepares monthly, quarterly and annual reports of laundry activity.

CORRECTIONS LAUNDRY MANAGER I (Continued)

7. Tests water for chemical content; adjusts laundry formula for type and kind of materials being processed.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of high school.

Requires one year of supervisory experience in a commercial or institutional or state-operated facility laundry.

Requires completion of an approved course in guard training within six months of employment.

Knowledges, Skills and Abilities

Requires working knowledge of modern laundry techniques, methods, and operations, planning and controls.

Requires ability to demonstrate proper operations and regulation of all laundry equipment.

Requires ability to isolate and resolve problems involving laundry systems and processes, practices and procedures.

Requires ability to schedule and control a volume operation with a range of laundry jobs.

Requires ability to plan and layout work according to requirements of assignment and to lead offenders by example and instruction.

Requires ability to prepare and maintain records and reports.

Requires ability to maintain satisfactory working relationships with institutional management personnel, other employees and offenders.

Requires ability to enforce disciplinary, safety, security and custodial measures for the control of offenders.

Requires ability to understand and follow both oral and written instructions.

Requires ability to think clearly and exercise forceful initiative in emergency situations.