

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: LAUNDRY MANAGER III -
Unit Laundry

SALARY GROUP: A16

DEPARTMENT: Laundry, Food and Supply

Page 1 of 4

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: R. C. Thaler

DATE: 03/18/2011

POSITION #: 009003

I. JOB SUMMARY

Performs highly complex laundry services supervisory work. Work involves supervising laundry staff; planning laundering schedules; ensuring the proper use and maintenance of equipment; maintaining records of operations; preparing reports; and direct supervision of offender work groups in their daily assigned duties including the responsibility of preventing escapes and maintaining discipline in conformance with strict rules, regulations, and standard operating procedures. Works under limited supervision with considerable latitude for the use of initiative and independent judgement.

II. ESSENTIAL FUNCTIONS

- A. Supervises the laundry, necessity, and supply operations; ensures laundry and necessity processing areas and equipment are maintained in a clean and sanitary manner; responds to inquiries regarding laundry, necessity, and supply services; prepares and coordinates the requisition of supplies and materials; coordinates the receipt, distribution, repair, storage, collection, and inventory of laundry and necessities; maintains records and prepares detailed reports regarding laundry and necessity operations; and coordinates with security staff for the timely distribution of necessity items to offenders on a one-for-one basis.
- B. Assumes an advanced level of responsibility for the care and custody of assigned offenders through knowledge of and adherence to laws, rules, regulations, and standard operating procedures governing the Texas Department of Criminal Justice (TDCJ); searches for contraband and provides security; and supervises offenders in work areas accessed by stairs; and maintains security of assigned areas.
- C. Provides custody and security of offenders including observing actions of offenders, squatting and bending to conduct "pat" and "strip" searches of offenders, restraining and securing sometimes assaultive offenders.
- D. Supervises and provides security of offenders performing laundry service technical skills which involve climbing stairs and ladders, and climbing around the inside or outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: LAUNDRY MANAGER III -
Unit Laundry

SALARY GROUP: A16

DEPARTMENT: Laundry, Food and Supply

Page 2 of 4

- E. Responds to emergencies, including climbing stairs and ladders while searching for escaped offenders, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious offender or employee various distances to safety up or down stairs and ladders; and uses force and deadly force, including the use of chemical agents and firearms, to control offenders.
- F. Reads, reviews, and properly applies information found in offender records which is related to the offender's health and safety and to the security of the facility; provides leadership and technical guidance to other staff; complies with policies, procedures, rules, and regulations; enforces offender disciplinary rules; and prepares and maintains records, forms, and reports.
- G. Plans, assigns, and supervises the work of offenders; and develops, plans, and conducts offender laundry and necessity training programs.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Must have ninety-one consecutive months of satisfactory active TDCJ service as a Correctional Officer, supervisor of Correctional Officers, Food Service Manager, or Laundry Manager.
3. Eighteen months full-time, wage-earning experience in the operation of a commercial or institutional laundry

or

eighteen months full-time, wage-earning experience in supply to include purchasing or inventory and stock control. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for six months of the required supply experience

4. Experience in supply or the operation of a commercial or institutional laundry preferred.
5. Three years full-time, wage-earning experience in the supervision of offenders.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: LAUNDRY MANAGER III -
Unit Laundry

SALARY GROUP: A16

DEPARTMENT: Laundry, Food and Supply

Page 3 of 4

B. Knowledge and Skills

1. Knowledge of laundering techniques and procedures.
2. Knowledge of soap, chemicals, and wash formulation methods.
3. Knowledge of inventory and supply management and control procedures.
4. Knowledge of proper sanitation and safety standards.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill in correctional methods, techniques, practices, and procedures.
13. Skill to train and supervise offenders.
14. Skill in the operation of laundry equipment.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment, use firearms, perform tactile discernment, and restrain assaultive persons.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: LAUNDRY MANAGER III -
Unit Laundry

SALARY GROUP: A16

DEPARTMENT: Laundry, Food and Supply

Page 4 of 4

- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, excessive or intermittent noise, dust, fumes, smoke, gases, grease, oils, solvents, cleaning agents, silica, asbestos, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, working with hands in water, using chemical agents, and traveling by car, van, bus, and airplane.

- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, sewing machine, air compressor, commercial washers and dryers, pressers, steam tunnels, hand tools, pallet jack, flatwork irons, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, telephone, tractor, and automobile.