

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: LAUNDRY MANAGER IV -
Unit Laundry

SALARY GROUP: A18

DEPARTMENT: Laundry, Food and Supply

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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: Lorie Davis

DATE: 01/25/2017

POSITION #: 009004

I. JOB SUMMARY

Performs advanced laundry services supervisory work. Work involves planning and directing laundry operations; coordinating laundry schedules; ensuring the proper use and maintenance of equipment and supplies; maintaining records of operations; preparing reports; maintaining order and discipline among offenders; and planning, assigning, and supervising the work others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans and directs laundry and necessity operations; ensures compliance with sanitation, safety, and health regulations; oversees the receipt, distribution, laundering, repair, storage, collection and inventory of staff and offender clothing, linens, and necessities; instructs employees and offenders on safety rules and regulations, proper use of soaps and chemicals, sanitary procedures, laundering processes, and operation of laundry equipment; advises unit and department staff on necessity requirements; oversees the preparation of and approves requisitions of necessity items; oversees departmental expenses ensuring the department operates efficiently and within budget; prepares budget reports; reconciles the budget monthly; and oversees the coordination with security staff for the timely distribution of necessity items to offenders on a one-for-one basis.
- B. Functions as shift supervisor; supervises, instructs, trains, and ensures the safety of assigned employees and offenders; schedules employees and offenders work and off-duty time; assists in formulating security and work procedures; supervises and directs searches for contraband and provides security; supervises offenders in work areas accessed by stairs; and maintains security of assigned areas.
- C. Supervises and provides custody and security of offenders including observing actions of offenders, squatting and bending to conduct "pat" and "strip" searches of offenders, and 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.

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- 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, and 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 appropriate information to other personnel; 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 employees and offenders; reviews employee and offender work schedules for adequate coverage; and establishes and administers orientation and departmental in-service training programs for laundry staff and offenders.
- * 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. Three years full-time, wage-earning correctional, commercial, or institutional laundry experience. 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) or equivalent technical or trade school courses in the field of culinary, hotel, or restaurant management may be substituted for one year of experience for a maximum of substitution of two years.
- 3. Two years full-time, wage-earning correctional custody or law enforcement experience.
- 4. Experience in the supervision of employees preferred.

B. Knowledge and Skills

- 1. Knowledge of the principles and practices of public administration and management.
- 2. Knowledge of laundering techniques and procedures.
- 3. Knowledge of soap, bleach, washing solutions, and starch preparation and application methods.
- 4. Knowledge of fabric and colored material reactions to laundry chemicals.

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5. Knowledge of budget, accounting, and inventory control procedures.
6. Knowledge of proper sanitation and safety standards.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill in administrative problem-solving techniques.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
14. Skill in correctional methods, techniques, practices, and procedures.
15. Skill in the operation of laundry equipment.
16. Skill to plan, assign, and supervise the work of employees and offenders.

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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, operate motor equipment, use firearms, perform tactile discernment, and restrain assaultive persons.
- 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, calculator, copier, fax machine, sewing machine, air compressor, commercial washers and dryers, pressers, steam tunnels, hand tools, pallet jack, dolly, flatwork irons, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, video cameras, various locking systems, telephone, tractor, and automobile.