

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: HSC Laundry Leader**

**Class Code: 070424**

**Pay Grade: GE**

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### **A. Purpose:**

Leads the Human Services Center laundry department by directing, monitoring, and training inmates and laundry staff in the operation of washers, dryers, irons, and other laundry machines; troubleshooting and performing preventative maintenance of laundry machines; completing reports; and tracking inventory and ordering supplies to ensure safe and efficient operation.

### **B. Distinguishing Feature:**

The HSC Laundry Leader serves as the head of the HSC laundry department to ensure efficient, productive, and safe laundry operations. Does not supervise but provides direction and training to laundry workers and inmates.

The Senior Laundry Worker acts as lead worker over laundry personnel, often inmates, assigns and checks work, and trains laundry workers on an assigned shift of an institutional laundry facility, as well as performing more difficult laundry work.

The Laundry Worker performs laundry work in institutional settings to sort, wash, dry and press clothing, bedding and other institutional items. May serve as lead worker in training new employees as assigned, but does not act as team leader in assigning or monitoring others work.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Assigns, directs, and monitors work of inmates and laundry staff in the operation of washers, dryers, irons, and other laundry machines to maintain efficient, productive, and safe laundry operations.
2. Trains inmate and laundry workers in the operation, maintenance, and safety procedures of laundry equipment to ensure competent and safe laundry operations.
3. Troubleshoots and performs routine, preventative maintenance and repair of laundry equipment to ensure safe and continued operation of the laundry department.
4. Orders and checks delivery of supplies and equipment to keep laundry department operational on a continuous basis.
5. Completes reports for use in assessment of laundry operations.
6. Performs other work as assigned.

### **D. Reporting Relationships:**

Reports to a building maintenance supervisor. The HSC Laundry Leader serves as the head of the laundry, but does not hire, terminate, or conduct performance reviews.

### **E. Challenges and Problems:**

Challenged to facilitate smooth daily operation of laundry through assigning, monitoring, and directing work of inmates who may not always be willing to perform the work.

Typical problems include meeting workload schedules, repairing broken equipment, and dealing with problems among inmates.

#### **F. Decision-making Authority:**

Decisions made include work assignments, training inmates and laundry workers and determining successful completion of training, repairing equipment or initiating work orders for major repairs, determining equipment setting and operation, and ordering supplies.

Decisions referred include personnel problems, approving purchase of some supplies, or repair of major items and some supplies.

#### **G. Contact with Others:**

Daily contact with inmates and laundry staff to direct and monitor work. Frequent contact with maintenance staff to resolve equipment or laundry facility problems. Occasional contact with direct care staff and patients.

#### **H. Working Conditions:**

This position requires heavy manual labor both in training laundry employees and in operation and maintenance of commercial laundry equipment, working in high humidity and temperature, prolonged standing, and exposure to potentially dangerous chemicals and commercial laundry equipment.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- occupational hazards in an institutional laundry and necessary safety precautions;
- approved methods and practices of laundering linens, uniforms, and other institutional laundry.

Ability to:

- direct the work of and train inmates and other laundry workers;
- maintain records and prepare reports;
- understand and apply instructions;
- observe and analyze problems in laundry production and implement changes where necessary to improve efficiency of working conditions;
- schedule laundry production to provide a smooth and continuous flow of work through all operations;
- troubleshoot equipment malfunctions and make minor repairs.