

MAINTENANCE MECHANIC I (LAUNDRY OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position, located in the Department of Correction, is responsible for training and instructing inmates in various laundry operations. Incumbents participate in planning inmate assignments; preparing daily operational reports of laundry activities and keeps track of inventory to assist in the ordering of supplies. Work involves monitoring laundry activities to ensure protocols are strictly followed. Incumbents also take part in the daily operations of the laundry facility. While supervision is not a responsibility of this class, the incumbent may assume a supervisory role in the absence of the Senior Maintenance Mechanic I (Laundry Operations). Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the planning and lay-out of inmate work assignments; assigns inmates to perform laundry functions;

Instructs and trains inmates in the use of washing machines and tumblers, as well as the folding of laundry such as linens, uniforms and personal items;

Monitors laundry activities to ensure that protocols regarding sterilization, use and storage of chemicals and the cleanliness of work areas are strictly followed to ensure the smooth and effective operation of the laundry;

Monitors and participates in activities such as laundering, folding, sorting, counting, etc. to ensure that laundry is done in a timely fashion;

Inspects the work of inmates to ensure that work is being done properly and in accordance with operational and safety procedures;

Prepares daily operational reports regarding laundry activities detailing the assignment of inmates, type and amount of laundry done, chemicals used, etc.;

Keeps an inventory of supplies, including washing detergents and chemicals; ensures that chemicals are tracked and kept safely;

Performs simple maintenance on machines; notifies supervisor of problems;

Assists in ordering of laundry supplies;

Ensures work areas are kept clean and orderly;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of modern laundry operations and washing formulas; knowledge of the maintenance and simple repair of laundry equipment; ability to keep records of laundry operations and prepare simple reports; ability to layout and direct the work of others; ability to establish and maintain effective working relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and two years of full-time paid work experience in a commercial or institutional laundry.

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.