

CLASS TITLE: PRINCIPAL LAUNDRY WORKER

Class Code: 02136400

Pay Grade: 15A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the operation and maintenance of a laundry in a large state facility; and to do related work as required.

SUPERVISION RECEIVED: Work is assigned in broad outline and reviewed on completion as to satisfactory quality and quantity.

SUPERVISION EXERCISED: Has general charge of the work of laundry workers, patients and residents and gives instructions in required procedures. Reviews work both in progress and upon completion for satisfactory results and conformity to instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the operation and maintenance of a laundry in a large state facility; to be in immediate charge of various phases of operation such as marking and classifying, washing, starching, flatwork finishing, wearing apparel finishing, inspecting, sorting, wrapping, collection and delivery.

To assign, instruct, organize and supervise personnel and to plan, direct, control and participate in the work.

To check machinery and equipment periodically; to arrange for necessary repairs and adjustment; to perform minor adjustments and repairs.

To have charge of the preparation of formulas and bleach solutions.

To keep necessary records and prepare required reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the operation of laundry machinery and equipment and the ability to make adjustments and minor repairs to them; a working knowledge of textiles and colored materials and their reactions to soaps, bleaches, water temperature, and machine washing; the ability to supervise and instruct others in laundry methods and processes; the ability to keep records such as requisitions and time and production reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a commercial or institutional laundry, operating washers, extractors, tumblers, flatwork irons, dryers or presses and with some supervision over the work of others.

OR: any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidence by a physician's certificate.

Class Revised: April 27, 1986

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